



Introduction

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use pupil data in the following ways:

- As part of our admissions process
- To support pupil teaching and learning
- To monitor and report on pupil progress to provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To access our school meals, payments and school communication system
- To support you to decide what to do after you leave school

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as lessons attended, number of absences and absence reasons)
- National curriculum assessment results, external examination and/or assessment results, special educational needs information, relevant medical information, behavior logs.
- Safeguarding information (such as identification documents, court orders and professional involvement)
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Biometric fingerprints for school meals

Collecting pupil information

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us, or if you have a choice in this.

Storing pupil information

Mary Immaculate High School keeps information about you on school computer systems, devices and sometimes on paper.

We hold your education records securely (computerised and paper) in accordance with guidance issued by the Local Authority regarding document retention i.e. to comply with legal requirements e.g. date of birth plus 25 years for prime documents linked to safeguarding, SEN, Educational Psychology, School Admissions, EWS and 7 years for PLASC counts, class counts, SEN registers, School Action Plans, GEMS intervention referrals, admissions reports, school meals reports etc. after which they are safely destroyed.



We may also share your personal data with other internal and external partners and agencies for the purposes of progressing you onto further education, employment, or training. The partners / agencies that we will share with are Cardiff Council, Careers Wales, St David's Sixth Form College, and local Training Providers.

Access to the school's IT and Data Systems is restricted to authorised individuals only and is underpinned and protected by our ICT and E-Safety Policy and Acceptable Usage Policies. Access is logged and routinely monitored to protect users and the integrity and security of systems and data.

Mary Immaculate High School adheres to the following retention periods for computer held personal data:

- Pupil user areas and mailboxes are retained for a period of 1 calendar year
- Staff user areas and mailboxes are retained for a period of 5 calendar years
- System backups are retained for a period of 1 calendar year and web filter logs for a period of 30 days except for print logs which are held for a period of 1 calendar year and 1 month
- CCTV is operated on site using internal and external cameras and footage is retained for a period of 30 days
- Recordings of live lessons / videos is used for training purposes and sharing of best practice and retained for a period of 5 calendar years.
- Teams meetings may be recorded and kept for 24 hours
- Phone records / messages / recordings are retained for a period of 3 months
- Biometric fingerprint information is destroyed as pupils leave school
- Basic pupil information is retained on our SIMS system (School Management Information System) and retained for a period of 25 years

Where data resides on third party systems e.g. Microsoft Office 365 contracts exist to ensure data security, integrity and retention periods match legislation with our own in house systems.

All system backups are encrypted and are held in multiple, physical secure locations as part of the school's disaster recovery policy.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy, are legally required to do so or the data is required for operational purposes.

Paper records are held in lockable cabinets. All visitors to site have a photograph taken and are logged into an electronic visitor's access system. Control to areas where records are stored is restricted – pupils and visitors are not permitted to access any such area unless required and under the supervision of a staff member.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Welsh Assembly Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. To find out more about the data collection requirements placed on us by the Welsh Assembly Government please visit -

<http://gov.wales/topics/educationandskills/schoolhome/schooldata>



The school will, on an annual basis, share individual Data Collection Sheets with you to ensure that our records are accurate and up to date.

Requests for Information

All recorded information held by the school may be subject to requests under the Freedom of Information Act 2000, and the General Data Protection Regulations. If you would like to submit a Freedom of Information / Subject Access Request the request should be made in writing for the attention of the Headteacher and proof of identification should be provided by the requestor.

Your Rights

The Data Protection Act / GDPR gives you a number of rights. Please note not all of your rights are absolute and we will need to consider your request upon receipt. You do however have the right to request:

- to have your data rectified if it is inaccurate or incomplete
- to have your data erased
- to restrict the processing of your data
- to exercise your right to data portability
- to object to the processing for the purposes of direct marketing, profiling and automated decision making

If you have a concern about the way in which we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the school's GDPR Officer who is Adam Speight – aspeight@maryimmaculate.cardiff.sch.uk.

Further Information

We contract with Cardiff Council's Information Governance Team as the Contracted Data Protection Officer. For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 2018 and General Data Protection Regulation, you should contact:

- Cardiff Council's Data Protection Officer at County Hall, Atlantic Wharf, Cardiff Bay, Cardiff, CF10 4UW – SchoolsInformationManagement@cardiff.gov.uk
- Welsh Government's Data Protection Officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ – Data.ProtectionOfficer@gov.wales
- The Information Commissioner's Office help line 0330 414 6421
- Information is also available from www.iso.gov.uk