

### **Data protection – what's changed?**

In May 2018, new data protection laws came into force. These have been updated to move in line with rapid changes in technology and strengthen the rights of individuals so they have more control over their information.

At Ysgol Cambrian we take the handling of information about children, young people and families very seriously. We will tell you what information we collect, the reason why we collect it, and how we use this information.

“Your data is central to your everyday life, so it's important it is used only in ways you would reasonably expect, and that it stays safe”.

Your data matters: A toolkit for individuals, Information Commissioner's Office, 2018 [booklet].

We will also tell you who will have access to your information and the reason why we share this information with others.

### **Privacy notice**

You can find our full **Privacy Notice** under the 'Policies' section of our school website:

This will provide you with details of how we collect information, why we collect it, and who we share your information with.



### **Access to Unpublished Information**

The Freedom of Information [FOI] ACT 2000 is a general right of access to unpublished information.

We aim to make as much information as possible available and the school will, where possible, consult with you if you are affected by the release of information.

Should you request information under the FOI Act, Ysgol Cambrin have a duty to confirm or deny whether information is held, and supply the information if it is held within 20 working days [excluding school holiday periods].

We have a duty to publish certain categories of information which can be found in our Publication Scheme on the website:

You can also request a paper copy of this information and any policies by speaking to the school.

Ysgol Cambrian is committed to managing personal information effectively and the policy outlines our responsibilities under all data protection and privacy laws applicable to the UK.

### **School Contact for Data Protection**

Our contact for data protection matters is the Headteacher.

### **Data Protection Officer**

The Data Protection Officer is contracted by the school to Rhondda Cynon Taf country borough council. You can contact the school Data Protection Officer on 01443 431571.

### **Your Rights**

There are a number of rights that give you more say and control over how your data is used under data protection legislation. These are:

- The right of subject access
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling

Further information on your rights is available from [www.ico.org.uk](http://www.ico.org.uk)

To enact your rights, please contact Ysgol Hen Felin.

### **Complaints Procedure**

If you are unhappy with the way that the school has handled your request/information, you have the right of complaint.

Please contact Ysgol Cambrian outlining your concerns in the first instance.

Tel: 01443 424050

You can contact the schools Data Protection Officer if you remain unhappy.

### Our Ethos

Ysgol Cambrian is working towards being a Rights Respecting School and a Healthy School.

### Rights Respecting School

We follow the UNCRC and ensure pupils learn about their rights and the rights of others.

Key articles include:

- Article 12: Every child has the right to be heard
- Article 28: Every child has the right to an education
- Article 29: Education must develop every child's personality, talents and abilities
- Article 42: Children have the right to know their rights

### Healthy School

We promote physical, emotional and social wellbeing for pupils, families and staff

School contact:

Executive Head Teacher Aron Bradley

Head of School Nicola Clark

TEL: 01443 424050

Cambrian Park

Clydach Vale

Tonypandy CF40 2XX

[admin@ysgolcambrian.rctcbc.cymru](mailto:admin@ysgolcambrian.rctcbc.cymru)

[www.ysgolcambrian.co.uk](http://www.ysgolcambrian.co.uk)

X @ysgolcambrian

# Parents/Carers' Guide to our General Data Protection Regulations (GDPR)

“Growing Confidence, Celebrating  
Differences, Becoming Our Best”

