



PRIVACY NOTICE FOR PARENTS AND GUARDIANS

Privacy Notice in relation to COVID_19

Ysgol y Llan is required to maintain class/bubble/contact group lists in response to the Covid-19 health emergency. The lists contain personal information about each pupil and their parents (see below).

- Pupil
 - Forename
 - Surname
 - Date of Birth
 - Address
- Parent
 - Details as above for main contact
 - Telephone numbers(s)
 - Email address

The processing of the class/bubble/contact group lists is necessary as part of our public task as set out in the Operational Public Health Advice Note for Welsh Government on the investigation and management of clusters and incidents of COVID-19 in educational and childcare settings.

Ysgol y Llan will retain your data for as long as the child remains a pupil within the school or until the pandemic ends, whichever is sooner.

In the event of a positive Covid-19 case within the school, the class/bubble/contact group list will be shared with NHS Wales Test, Trace, Protect and FCC Environmental Health department.

If you feel that **Ysgol y Llan** has mishandled yours or your child's personal data at any time you can make a complaint to the Schools Data Protection Officer by emailing **David Bridge** (david@gdbr.co.uk). For further information on our complaints procedure please contact the school office on whmail@hwbcymru.net or telephone 01745 560431.

Alternatively, you can make a complaint to the Information Commissioners Office by visiting their website (<https://ico.org.uk/make-a-complaint/>) or by calling their helpline on 0303 123 1113.

For further information about how **Ysgol Y Llan** processes personal data and your rights please see our privacy notice on our website –

<http://www.ysgolyllan.co.uk/data-protection.html>

The Lawful Basis for collecting information

Information is collected on the basis we have a legal obligation to provide education service (Article 6(1) (b) General Data Protection Regulation

The task we carry out is a Public task in the Public Interest

Article 6(1) (e,)

Fundraising Activities are carried out

With your consent

Article 6(1) (a)

Or where we have a legitimate interest

Article 6(1) (f)

We apply the following principles where we use personal information

- (a) Processed lawfully, fairly and in a transparent manner
- (b) Collected for specified, explicit and legitimate purposes ('purpose limitation');
- (c) Adequate, relevant and limited to what is necessary
- (d) Accurate and, where necessary, kept up to date;
- (e) Kept in a form which permits identification of data subjects for no longer than is necessary
- (f) Processed in a manner that ensures appropriate security of the personal data,