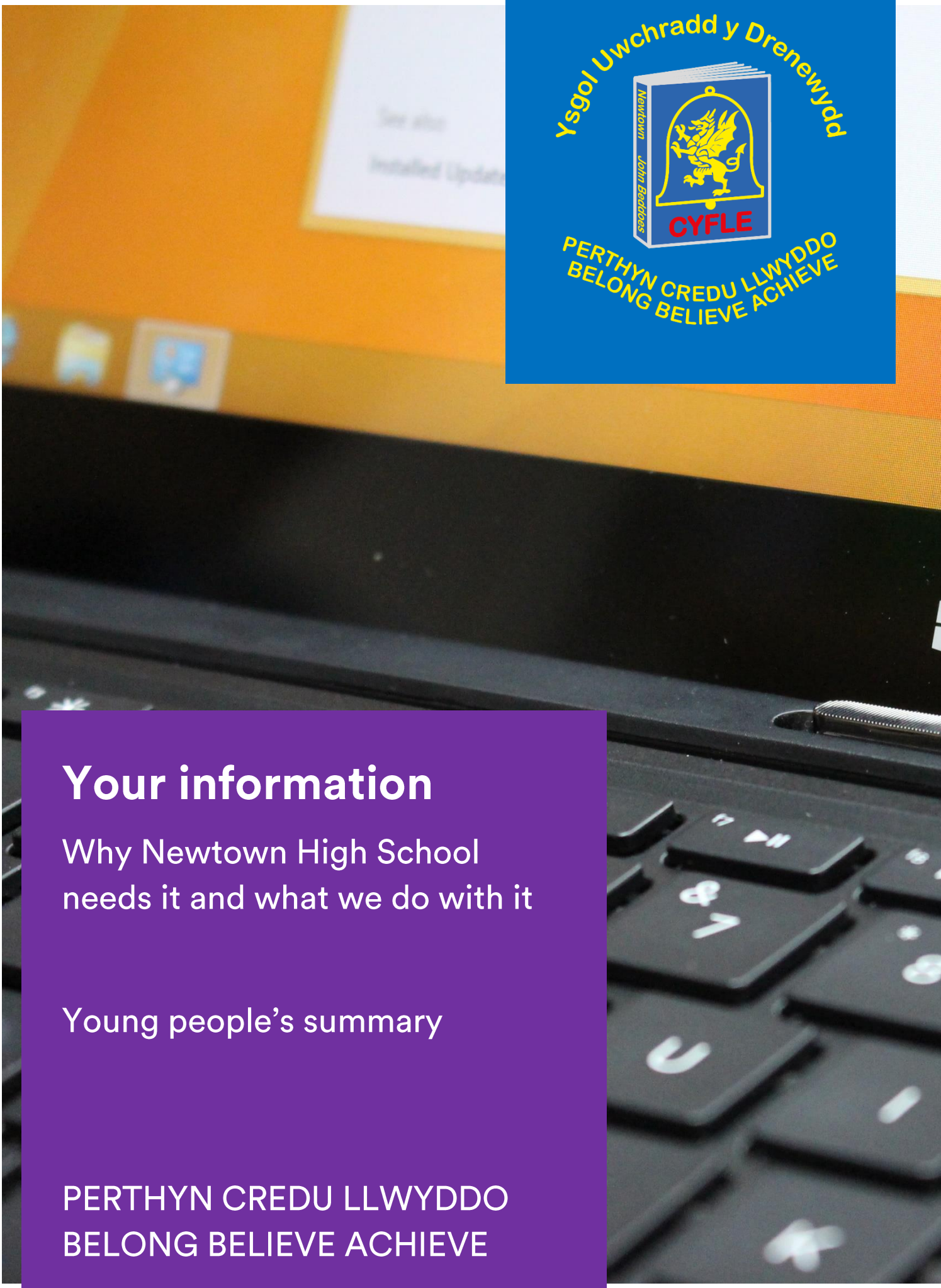

Your information

Why Newtown High School needs it and what we do with it

Young people's summary

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Your information

Why Newtown High School needs it and what we do it with it.

Newtown High School gets information about you from other schools, the county council and your parents/guardians!

We collect information relating to you such as your name, your address, your date of birth and the names of your parents and carers.

We also collect information such as how many students are in school, attendance records, exam results, test results, what you want to do in Key Stage 4 or 5 and how many other students are educated elsewhere.

This information helps people know who you are and what you need.

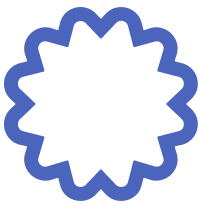
A new law

There are rules on how to keep information safe and how it's shared. These rules are in the Data Protection Act 1998.

In 2018, there will be a new law called the General Data Protection Regulation (GDPR). It gives you more control over your information.

It makes sure anyone collecting information has to:

- Be honest about why they want it,
- Be clear about what they will do with it.



So this booklet tells you about why we need your information and what we do with it.

For our full privacy notice please see our website
http://www.newtown-hs.powys.sch.uk/dataprotection

What information do we get?

Newtown High School is given information from other schools, our county council and other public bodies.

We get the vast amount of information from your parents or carers when they fill in your contact information when you start with us.

We also share this information with other people.

Some information we have about you are:

- Personal details like your name, address and date of birth
- Your attendance records and any actions taken to deal with your problems
- Your behaviour records and any actions taken
- Your protected information such as gender, language, nationality, country of birth, immigration status and free school meal eligibility
- Your medical information
- Your academic courses information such as what you study in Key Stage 4
- Any extra support you get to help you learn
- Any support you get from social services
- Your school tests and exam results
- Your encrypted biometric information (if you use your thumbprint to get food)

But why?

Well we need this information give you an education! As a school we also have some legal processes we have to comply with.

Some of the other reasons are:

- To support learning
- To monitor and provide reports to parents
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with legal processes
- To provide access to the approved supplier of cashless catering
- To complete our annual census return to the Welsh Government

Are you allowed to do this?

Yes! As we are a 'public authority' we are subject to some legal processes we must follow. Some of those processes allow us to collect and use your information.

Some of those legal processes come from the Education Act 1996 or the Protection of Freedoms Act 2012.

For the times when we cannot rely on the law or if we are not carrying out a task relating to our status as a public authority, we have to get you or your parent/guardian permission. An example of this is when we do your fingerprint for the canteen!

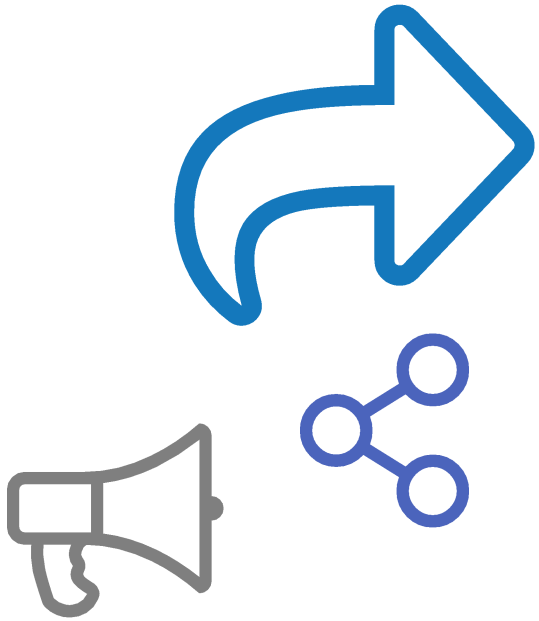
We share it

When we share your information with others, we make sure that it's kept really safe and secure and we follow the rules set out in law.

We share information to lots of people because they may need it to give you a better service.

Some of the people we share information with are:

- Any new school which you are going to
- Our county council
- Our regional educational group (ERW)
- The Welsh Government
- The approved supplier of cashless catering
- The Office of National Statistics
- The NHS and Powys Teaching Health Board
- Estyn
- Careers Wales
- Qualifications Wales
- Learning Records Service
- Press and the media
- The Police and the Courts
- Counselling Services



We also share your information (anonymously) with people who are conducting research into educational achievements. For the full list please see our privacy notice.

We keep it

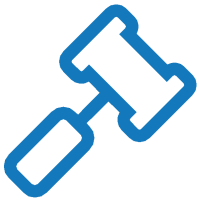
We keep information with your personal details until your 25th birthday.

We keep other information without your personal details to study for as long as we need to.

When we keep it, we make sure it is kept safe and secure.

Your rights

The new law gave you some new rights relating to your information.



You have the right to:

- See any personal information we have about you
- Ask us to change any information that you think is wrong
- Ask us to remove your information
- Ask us to stop sharing your information.

Some of these rights are depending on how we hold your information. For example, if you wanted us to stop sharing your information with Welsh Government we would have to say no because we legally have to share it with Welsh Government.

You can complain if you think we are not respecting your rights. There is an Information Commissioner to help you.

More information

If you want to know more please contact us:

Data Protection Officer
Newtown High School
Dolfor Road
Newtown
SY16 1JE

Or you can email **office@newtown-hs.powys.sch.uk**

You can also contact:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or visit **ico.org.uk**