

### 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 Hen Felin 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:

<https://www.ysgolhenfelin.org.uk/policies>

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### Access to Unpublished Information

The Freedom of Information [FOI] ACT 2000 is a general right of access to unpublished information.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

<https://www.ysgolhenfelin.org.uk/policies>

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

Ysgol Hen Felin 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 Hen Felin outlining your concerns in the first instance.

Tel: 01443 431571

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

If you have any questions or queries about any information that appears in this guide please contact:

Mr Aron Bradley  
Headteacher  
Tel: 01443 431571



**Ysgol Hen Felin is a rights respecting school and a healthy school.**

Ysgol Hen Felin is a Rights Respecting school and is committed to the principles and values of the United Nations Convention of the Rights of the Child [UNCRC] across all areas of our work.

We are also a healthy school and take responsibility for maintaining and promoting the health and wellbeing of the Ysgol Hen Felin community [pupils, parents/carers, staff, governors, etc]. This includes teaching pupils about how to lead healthy lives and to enable our pupils and staff to take control over aspects of the school environment which influence their health.

As a Rights Respecting school we are committed to the principles and values of the United Nations Convention of the Rights of the Child [UNCRC]. This approach enables all pupils to access and enjoy the following articles of the convention:

Article 12:  
Every child has the right to be heard.

Article 28:  
Every pupil has the right to an education.

Article 29:  
Education must develop every pupil's personality, talents and abilities to the full.

Article 42:  
Every pupil has the right to know their rights.

*'Working and learning together to promote excellence and enrich lives'*

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

