



Privacy Notice – Cosheston VC School

This privacy notice covers how Cosheston Church in Wales VC School (as a Data Controller) will collect, use and share your personal data for the purposes of providing a successful education to children

Why we need your information (purpose of processing)

We collect and use your personal information so that we can provide a safe, supportive and effective learning environment.

The information that you provide will be processed according to the UK General Data Protection Regulation and the Data Protection Act 2018.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information will be shared with our Audit Service within Pembrokeshire County Council and with The Auditor General for Wales ([Audit Wales Privacy and Cookie Policy](#)).

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times, and we will only collect the personal information that is required to provide you with our service.

What personal data is being collected?

The categories of personal data being collected are:

- **Pupil Records, ALN & Register:** names, address, DOB, contact details, UPN numbers, sibling details if in same School, religion, ethnicity, medical records, allergies, dietary requirement, any safeguarding concerns e.g. MARRAC report are stored on Edukey.
- **Photos and Videos:** Photos/Video and Audio.
- **Staff Records:** Names, contact details, sickness/medical information, DOB, job title, DBS number, Next of Kin details.
- **Visitor Sign In:** Name, telephone number registration, date, time in and out using a “blind” form.
- **Accident & Incident Reporting:** Date, time and place of the incident, name of the injured or ill person, details of the injury or illness, details of any first aid provided, name and signature of the first aider or person dealing with the incident.
- **Business Continuity Plan:** Name, contact details and next of kin.

What is our lawful basis for processing your personal data?

The UK General Data Protection Regulations (UK GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

- Article 6 (1)(b) Contract: the processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract.
- Article 6 (1)(e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

- Article 6 (1)(f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Some types of personal data are more sensitive than others and need more protection. This is classed as 'special category data' and could include information about your racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership and the processing of genetic or biometric data, health and sex life and sexual orientation.

We process this type of special category data as it is necessary for reasons of:

- Article 9 (2)(b) Carrying out the obligations and exercising specific rights of Pembrokeshire County Council or of the data subject in the field of employment and social security and social protection law. – Employment, social security and social protection.
- Article 9 (2)(g) Substantial public interest. Detail here if there is a statutory obligation to provide personal data and list the appropriate legislation - Statutory and government purposes.

Who will we share your information with?

We may need to share your personal data with internal departments of the Council, other organisations and third parties, this will include:

- **Pupil Records, ALN & Register:** SIMS, External Advisory Teachers and Evolve for School trips, Edukey - Data Processor for safeguarding and ALN Records, Class Dojo - Pupils names only, communication system between school and parents, Haven Systems for School Meals, Wonde, Power BI, School Nurse, Welsh Gov, Secondary School for transition purposes, Leisure Centre for Swimming Lessons, PCC via SIMS, Pennar School for provision of school meals via Haven Systems. Kerbcraft (National Road Safety Scheme), URDD - when competing in competition & residential trips. Eedi, Nessy, Clicker. AWRT. Photos and governor names on website with specific permission.
- **Photos and Videos:** Hwb, Social Media, Local Media and potentially National Media, School Website and Dojo with specific permission.
- **Staff Records:** Local Authority HR, Finance.
- **Visitor Sign In:** Shared in termly Head Teacher report to Governors.
- **Accident & Incident Reporting:** Local Authority Health & Safety department (Evotix Accident Reporting Software), Accident book.

We use data processors (third parties) who provide services to us in terms of IT provision and disaster recovery. We have contracts in place with these data processors and they cannot do anything with your personal information unless we have instructed them to do it. They will hold your data securely and your personal information will only be shared in accordance with UK GDPR. When it is necessary for your personal information to be transferred outside of the UK as part of these contracts, this will only be done in accordance with the UK GDPR.

Cosheston VC School has a duty to protect the public funds it manages. Therefore, the information that you have provided to us may be used for the prevention and detection of fraud and for auditing purposes both internally and externally.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by visiting [CIFAS](#).

How long do we keep hold of your information?

Cosheston VC School will only keep your information for as long as is necessary and your information will be securely disposed of once it is no longer required.

Your Rights

Under the UK General Data Protection Regulation and Data Protection Act 2018, you have rights as an individual including:

- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to **Erasure** - you may request that we erase your personal data however, this may delay or prevent us delivering a service or continuing to deliver a service. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to not be subject to **Automated decision making and profiling**.
- The right of **Access** – you have the right to ask us for copies of your personal data. To make a request, please contact:

Access to Records
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: accesstorecords@pembrokeshire.gov.uk

Telephone: 01437 764551

Complaints or Queries

Cosheston VC School endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Data Protection Officer
Cosheston VC School
Cosheston
Pembroke Dock
Pembrokeshire,
SA72 4UN

Email: head.cosheston@pembrokeshire.gov.uk

Telephone: 01646 683490

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Email: wales@ico.org.uk

Telephone: 0330 414 6421

Our Contact Details as Data Controller are:

Cosheston VC School
Cosheston
Pembroke Dock
Pembrokeshire,
SA72 4UN

Email: head.cosheston@pembrokeshire.gov.uk

Telephone: 01646 683490

Our Data Protection Officer's information is detailed above in the Complaints and Queries section.

Changes to this privacy notice

We keep our privacy notice under regular review.