

# Cogan Primary School Ysgol Gynradd Cogan



## Privacy Notice

## **Privacy Notice (How we use pupil information)**

### **Ysgol Gynradd Cogan Primary School**

### **General Data Protection Regulations (GDPR)**

#### **Who processes your information?**

Cogan Primary School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Mrs Jane Psarelis is the data protection officer for Cogan Primary School. Their role is to oversee and monitor the school's data protection procedures, and ensure that they are compliant with the GDPR. The data protection officer can be contacted on 02920 708497.

#### **Why do we collect and use your information?**

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect and use pupil information under section 6(1)(e) of the GDPR which states 'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'

The School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Welsh Government (WG). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996.

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students (e.g. allergy or child protection information)
- As part of our admissions process
- To support pupils to decide what they do after they leave school
- To access our school meals, payments and school communication systems
- To market and publicise the school (this includes images/ photographs).

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as national curriculum assessment results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- As part of trips and activities
- As part of risk assessments e.g. Evolve and others
- As part of identity management and authentication

## **How we collect pupil information?**

We collect pupil information via paper and electronic registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

## **How long is your information stored?**

The School will keep information about you on computer systems and also in paper form. Personal data relating to students and their families is stored in line with the school's Data protection Policy. We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [www.coganprimary.ik.uk](http://www.coganprimary.ik.uk) In accordance with the GDPR, the school does not store

personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The Welsh Government receives information on students normally as part of what is called the Pupil Level Annual Schools Census (PLASC). Welsh Government uses this personal information for research which is carried out in such a way that ensures individual pupils cannot be identified. This information is also used for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics) .

We share pupil data with WG on a statutory basis. This data underpins school funding and educational attainment policy and monitoring.

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition, WG and LA's receive information regarding national curriculum assessment and Public Examination results and attendance data at pupil level. The WG and LA have robust processes in place to ensure the confidentiality of any data shared is maintained.

The School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The School routinely shares pupil information with:

- Pupil destinations upon leaving the school
- The LA and Central South Consortium (CSC)
- Welsh Government (WG)
- Estyn
- The NHS
- Exam Authorities
- Police and courts
- Social Services and support agencies
- researchers
- organisations connected with promoting the education or wellbeing of children
- other government departments and agencies
- organisations fighting or identifying crime

### **What are your rights?**

Parents and Pupils have the following rights

- Right to be informed;
- Right of access;
- Right to rectification;

- Right to erasure;
- Right to restrict processing;
- Right to data portability;
- Right to object.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

[Setting to document the lawful basis for each purpose (must include a basis from Article 6, and one from Article 9 where data processed is special category data from the GDPR-from 25 May 2018). Ensure you list all relevant legislation that supports the lawful basis. For DfE data collections see relevant legislation for each specific data collection you collect data for]

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at the school. We respectfully ask that you request information during term time to give the School the best opportunity to comply with your request within one calendar month although you are under no legal obligation to do so.

### **Where can you find out more information?**

If you would like to find out more information about how we collect, use and store your data, please contact the school.

### **Concerns or Complaints**

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office.

### **Contact details**

If you would like to discuss anything in this privacy notice, please contact: Mrs Jane Psarelis at Cogan Primary School.

### **Contact details of the Information Commissioner's Office.**

These are:

Information Commissioner's Office, 2Nd floor, Churchill House, Churchill Way,  
Cardiff, CF10 2HH

Tel: 029 2067 8400      Fax: 029 2067 8399

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

The School's Data Protection Officer can be contacted at:

The Data Protection Officer  
Vale of Glamorgan Council  
Civic Offices  
Holton Road  
Barry  
Vale of Glamorgan  
CF63 4RU

- 01446 700111
- [DPO@valeofglamorgan.gov.uk](mailto:DPO@valeofglamorgan.gov.uk)



## **Policy – Privacy Notice**

This is to confirm that the Governing Body of

**Cogan Primary School**

**Ysgol Gynradd Cogan**

has accepted the attached policy at the Governing Body meeting held on

February 2026

Signed: K John

**Chair of Governing Body**

Date: 04/02/26