

# What is happening with my information?



# Your Information

The new law - **General Data Protection Regulation (GDPR)** - means that anyone collecting information must:



- ▶ tell you **who** they are
- ▶ explain **why** they want your information
- ▶ be clear about **what** they will do with it
- ▶ make sure that your information is kept safe
- ▶ destroy the information when they don't need it any longer
- ▶ tell you what your **rights** are

## WHO?

The school and Gwynedd Council will collect information about you.

We have to collect your information in order to keep you safe and to help make sure you receive a good level of education.



The information we collect about you includes:

- ▶ your personal details (name, address, date of birth, gender)
- ▶ your attendance records and any action taken to deal with problems
- ▶ information regarding extra support you may need to help you learn
- ▶ any support you get from social care services and other providers
- ▶ your school tests and exam results

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

# WHY?

We use information in different ways.

We use the following types of information to keep you safe:

- ▶ Parents or carers' contact details
- ▶ Your medical information including medical needs and any allergies you may have



We use the information to:

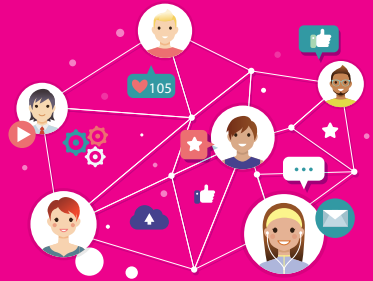
- ▶ ensure you receive a good education
- ▶ understand if/when you need extra support
- ▶ safeguard and protect you

# WHAT?

Sometimes we need to share your information with others. If we do this, we will explain who we are sharing it with, and we will ensure that it is shared safely.

We only share information containing your personal information when we have a lawful reason for doing so. Some places we share your information with are:

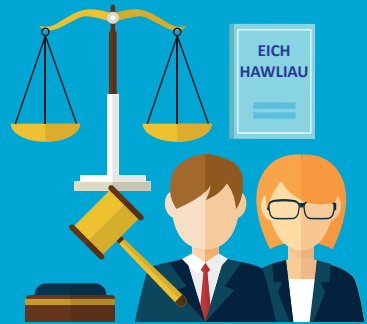
- ▶ **a new school** - when you transfer from school to school or between primary and secondary school
- ▶ the Welsh Government
- ▶ relevant departments of Gwynedd Council



# YOUR RIGHTS

You have the right to:

- ▶ see any personal information we have about you
- ▶ ask us to change information that you think is wrong
- ▶ ask us not to share your information, but not when we need to keep you safe and support you
- ▶ ask us to delete information from our systems



You can complain if you think we are not respecting your rights.

If you need any more information or help regarding this, please contact the Head Teacher or:

## **School Data Protection Officer**

Gwynedd Council, Shirehall Street,  
Caernarfon, Gwynedd. LL55 1SH

☎ 01286 685047

✉ Louisejones@gwynedd.llyw.cymru

You can also contact:

## **The Information Commissioner's Office (ICO)**

Wycliffe House  
Water Lane, Wilmslow  
Cheshire, SK9 5AF

🌐 [www.ico.gov.uk](http://www.ico.gov.uk)