



# **ATTENDANCE DATA PRIVACY NOTICE**

## **UPDATE SEPTEMBER 2020**

Please also see the school's main Privacy Notice available on the school's website  
[www.malpasark.primary@newport.gov.uk](http://www.malpasark.primary@newport.gov.uk)

### **Collecting attendance and personal characteristics data from schools from September 2020**

Due to the Covid-19 pandemic and schools having to adapt to new ways of working, Welsh Government (WG) need to be able to collect attendance data more frequently than once a year. Collecting up to date information will support the school and WG and provide the evidence needed to understand the impact of the Covid-19 pandemic on attendance and how WG can support schools.

#### **How frequently are we collecting this data?**

We will keep the frequency of collection under regular review. Initially the data will be collected every week but we may need to collect the data more regularly.

#### **For which pupils are we collecting data?**

We are collecting data for every pupil in attendance at a maintained school as at September 2020.

#### **What information are we collecting?**

We are collecting the following information about you/your child every week:

- UPN
- Forename
- Middle name(s)
- Surname
- Gender
- DOB
- Home postcode

- Ethnic background
- Eligibility for free school meals
- Additional learning needs
- English as an additional language
- Attendance code for each half day session in that week

### **Why are we collecting this information?**

This information is needed as a key part of the school's and WG's response and planning during the ongoing Covid-19 pandemic. The data will be collected every week to ensure that the latest data is available to inform our response. The data will be used for statistical and research purposes only and no decisions will be made about you using this data.

### **How will we use this information?**

WG and school will use the data in the same ways that we have listed in our main privacy notice.

### **Will we be sharing the data?**

We may share this information with those organisations listed in the main privacy notice.

### **How long will we keep the information about you?**

We will keep the data that identifies you until the child is 25 years old.

### **What is the legal basis for collecting this data?**

Section 538 of the Education Act 1996 provides the legal basis for collecting this data. This requires schools to make such reports and returns, and give such information, to Welsh Ministers as they may require for their functions in relation to education.

### **Your Rights Under the Data Protection Act 2018 and General Data Protection Regulation (GDPR)**

The Data Protection laws give individuals certain rights in respect of personal information held on them by any organisation. These rights include:

- the right to ask for and receive copies of the personal information held on yourself, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for incorrect information to be put right;
- the right to request that information is not processed. You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act, to assess whether or not the processing of personal information is likely to comply with the provisions of our legislative responsibilities.

### **Seeking Further Information**

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information or wish to exercise your rights under the Data Protection Act 2018 and General Data Protection Regulation, you should contact:

- Malpas Park Primary School, Wavell Drive, Malpas, Newport, NP20 6LE; Email: [malpaspark.primary@newport.gov.uk](mailto:malpaspark.primary@newport.gov.uk)
- Newport City Council's Data Protection Officer at Civic Centre, [Civic Centre, Godfrey Road, Newport](#);

Email: [information.management@newport.gov.uk](mailto:information.management@newport.gov.uk) or telephoned on 01633 656656.

- Welsh Government's Data Protection Officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ; email: [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)
- The Information Commissioner's Office help line 029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)
- Information is also available from [www.ico.gov.uk](http://www.ico.gov.uk)