YSGOL SADWRN

PRIVACY NOTICE

Created by: Sioned Rees-Jones

Date: July 2025

Next review due by: July 2026

1. Introduction

Ysgol Sadwrn is committed to protecting the privacy and security of all personal data collected through the delivery of online education. This notice explains how we use, store, and share personal data about our pupils, parents/carers, staff, and visitors in accordance with the UK GDPR, Data Protection Act 2018, and where applicable, EU GDPR.

2. Who We Are

Ysgol Sadwrn is an online service providing Welsh-medium lessons. We are the data controller for the personal data we process.

Contact:

Email: sioned.rees-jones@ysgolsadwrn.cymru
Designated Safeguarding & Data Protection Lead: Sioned Rees-Jones

3. What Information We Collect

We may collect and process the following types of personal data:

Pupils:

- Full name
- Age
- Address
- Welsh language proficiency
- Parent/carer contact information
- Attendance register
- Safeguarding information (where relevant)

Parents/Carers:

- Full name and email address
- Postal address
- Consent records
- Communication logs

Staff and Visitors:

- Name and contact details
- ID verification (for guest tutors)
- Employment compliance information

4. Why We Collect Your Data

We collect personal data for the following lawful reasons:

- To provide a safe and effective online learning environment

- To communicate with parents and carers
- To fulfil safeguarding and child protection duties
- To meet legal obligations (e.g., reporting concerns)
- To manage online attendance and pupil engagement
- To keep appropriate records for administration

5. Lawful Basis for Processing

We process personal data under the following legal bases:

- **Legal obligation** – to comply with safeguarding and education law
- **Public task** – to deliver education in the public interest
- **Vital interests** – to protect pupils from harm
- **Consent** – for optional uses such as media, testimonials, or newsletters
- **Consent** – for optional communications such as marketing (where applicable)

6. Who We Share Data With

We may share data with:

- Local authorities or safeguarding agencies (if there are concerns)
- Law enforcement (if required for safety or legal compliance)
- IT or software providers used for lesson delivery and communication (Google Workspace, Microsoft Teams and Mail Chimp), under secure agreements
- Guest tutors (limited data only, for lesson delivery)

We **do not share data** with third parties for marketing purposes.

7. Data Storage and Security

Data is stored securely using password-protected systems. Safeguarding and attendance records are held on encrypted cloud storage accessible only to authorised staff.
Lesson recordings are stored for up to **3 months**, then permanently deleted.

8. Your Rights

Under data protection law, you have the right to:

- **Access** your data
- **Correct** inaccurate or incomplete data
- **Request erasure** of data (where there is no legal obligation to retain it)
- **Object to processing** (in certain circumstances)

- **Request data portability** (where applicable — for example, if you request your child's data to be transferred to another provider)
- **Withdraw consent** at any time (where consent is the lawful basis for processing)

To exercise any of these rights, please contact:
sioned.rees-jones@ysgolsadwrn.cymru

9. Retention of Data

We retain pupil and safeguarding data in line with statutory guidance.
Basic contact information may be kept for up to **7 years** for legal or safeguarding audit purposes.
Irrelevant or outdated data is securely deleted when no longer required.

10. Website Cookies *(if applicable)*

Our website may collect limited cookies for functionality or analytics purposes. You can manage cookie preferences in your browser settings. We do not use cookies for advertising or profiling.

11. Concerns or Complaints

If you have any concerns about the way your data is handled, please contact us directly.
You also have the right to contact the **UK Information Commissioner's Office (ICO)**:
Website: https://ico.org.uk
Helpline: 0303 123 1113