

Cwmaman Primary School



Privacy Notice for Wellbeing and Safeguarding during the Covid-19 Pandemic

How and Why We Use Personal Information for Wellbeing and Safeguarding purposes during the Covid-19 Pandemic

Why we share pupil information

In this privacy notice, we have summarised some of the key ways in which we use your personal information to ensure the wellbeing and safeguarding of our pupils during this Covid-19 pandemic. This information should be read in conjunction with our School's general Privacy Notice.

In circumstances of wellbeing and safeguarding, it may be necessary to share information without your consent or knowledge.

The categories of pupil information that we collect, hold and share can include:

- Personal information (such as name, date of birth and address)
- Details of the wellbeing/safeguarding call such as date, time, person contacted and any notes of the conversation
- Special Category (such as ethnicity, health, language, nationality, country of birth, sexual orientation)
- Details on previous involvement by departments in the Local Authority (e.g. Children's Services, Youth Offending Service, etc.)
- Information on the reasons for concern that has caused the Safeguarding referral – this can contain any appropriate information that the professional making the referral thinks is relevant

Why we collect and use this information

We use the pupil data:

- To ensure the safeguarding of school pupils by referring to outside agencies such as the Local Authority, the Multi Agency Safeguarding Hub (MASH) or the police for children/young people who may be at risk of abuse, neglect or other kinds of harm.

The categories of information of the parent/carers, other family members and person(s) causing concern that we collect, hold and share can include:

- Personal information (such as name, address and date of birth)
- Contact details including telephone numbers and email addresses
- Relationship with child/young person
- Legal access to the child and any court orders indicating access rights
- Social Service involvement with families.

Why we collect and use this information

We use the parent/carers data:

- To be able to contact you in relation to the pupil's safeguarding in the case of urgency.
- In order to engage services from other organisations, such as the Multi Agency Safeguarding Hub (MASH), the Local Authority and Local Health Boards.

Collecting pupil information – who we get our data from

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis with your consent. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this when the data is collected.

In the case of Safeguarding we will get our data from:

- Parents/carers and the pupils themselves (if appropriate)
- Any relevant person who has the safeguarding concerns

Please note this information will be collected via telephone calls to the household by an appropriate professional from the school and will vary from daily to weekly depending on the needs of the pupil

Who we share pupil information with

We share pupil information with:

- The Cwm Taf Multi-Agency Safeguarding Hub (MASH) - this is the single point of contact for all professionals to report safeguarding concerns, across Cwm Taf. The Cwm Taf MASH comprises of staff from the Social Services, Education, Police, Health, National Probation Service and the Community Rehabilitation Company
- Emergency Services
- Any relevant person who has the safeguarding concerns (if appropriate)
- Parents/carers (in some cases, parents/carers are informed that a referral has been made or where a lower level MASH referral is appropriate, but there is no safeguarding concern, consent from parents/carers is obtained)
- RCT Local Authority directly (e.g. Adult or Children's Services)

The school will use a Management Information System which may involve the use of a 3rd party processor.

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for Safeguarding are:

- **Legal Obligation** – to comply with our legal obligations under Social Services & Wellbeing (Wales) Act 2014
- **Consent** - where a MASH referral is appropriate, but there is no safeguarding concern, consent from parents/guardians is obtained. The school will request your explicit consent to gather and process the information and you will always have the opportunity to opt out of this process by contacting us.

Storage and disposal of personal data

We hold personal data in line with the guidance set out in the Retention Schedule, contained within the **IRMS Toolkit for Schools**.

Following the expiry of retention period, information will be destroyed securely and permanently.

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by:	The Governing Body	Date: TBC
Next review due by:	Spring Term 2021	