

Y PANT COMPREHENSIVE SCHOOL



Privacy Notice for Finance

Why we use pupil and parent/carer information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Finance purposes. This information should be read in conjunction with our School's general Privacy Notice.

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

- Personal information (such as name and address)

Why we collect and use pupil information

We use the pupil data to keep records of income received for uniform, services and extra curricular activities.

The categories of parent/carer and 3rd party information that we collect, hold and share can include:

- Personal information (such as name, address and contact details)
- Financial details

Why we collect and use this information

We use the parent/carer data:

- for school uniform purposes
- for payment of examination fees

- for payment of extra curricular activities

We use 3rd party data:

- for suppliers/agencies to perform their functions e.g. provide school uniform, goods and services, exam entries
- to apply for external funding/grants

Collecting information – who we get our data from

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

In the case of Finance, we will get our data from:

- Parents/carers
- 3rd party suppliers/agencies
- Local authority services such as the Finance department
- Welsh Government (school uniform grants)

Who we share information with

We share information with:

- RCT Local Authority Finance
- 3rd party suppliers of goods and services
- External funding sources
- Civica and Capita SIMS (3rd party processor) – to record, process and store data

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 Finance are:

- **Public Task** – Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by

law. This informs RCT's own financial regulations, namely the Financial Procedure Rules and the Scheme for Financing Schools

- **Legitimate interests** - processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject. In this case, relying on legitimate interest as a lawful basis for processing results in extra responsibility for ensuring peoples' rights and freedoms are fully considered and protected.

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 expiry of the 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:** _____

Next review due by: Spring Term 2021

Version Control

Version no	Valid From	Valid To	Comments
1.0	May 2020	May 2021	Final document