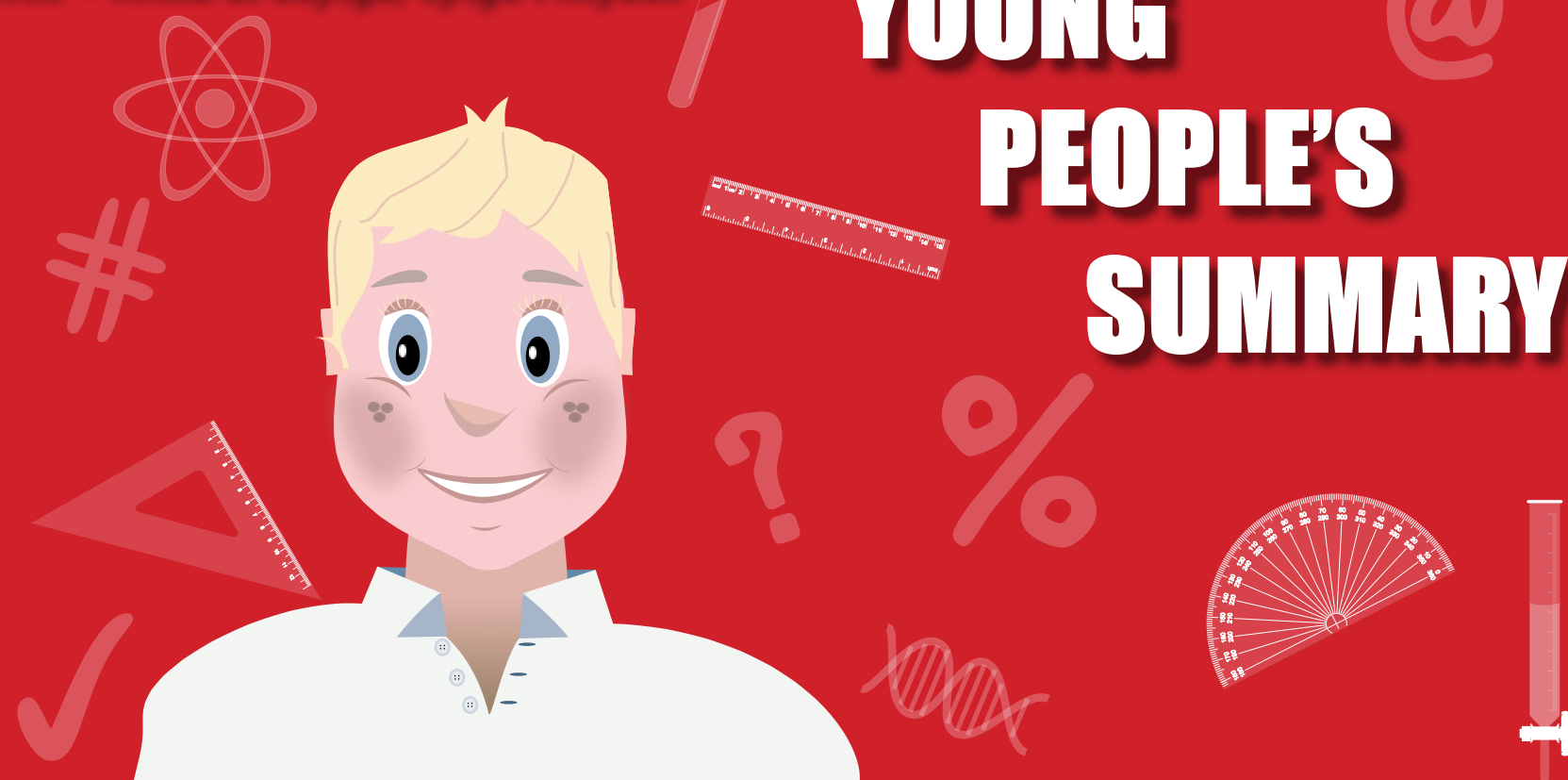
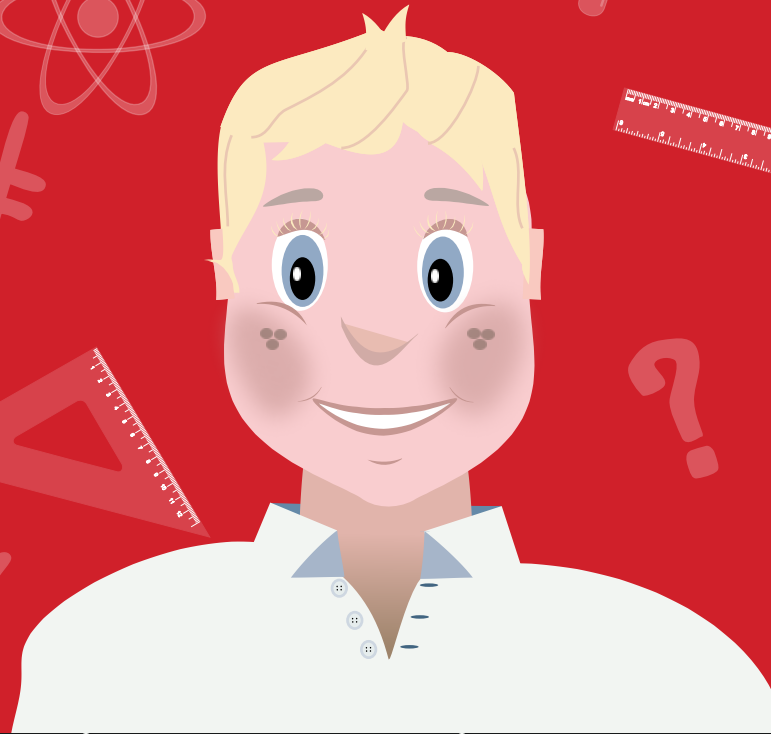


Aim to learn, learn to succeed ~ Anelu at ddysgu, dysgu i lwyddo

YOUNG PEOPLE'S SUMMARY



We encourage parents to read this leaflet with their children to aid in their understanding



YOUR INFORMATION

*Why **Ysgol Maes Owen** needs to collect it and what we do with it*

YOUR INFORMATION

The school gets your information from other schools and local authorities.

SCHOOLS AND LOCAL AUTHORITIES COLLECT INFORMATION, SUCH AS:

- how many learners are in each school
- attendance records
- test results
- how many children are educated elsewhere other than a school.

SCHOOL AND LOCAL AUTHORITIES CAN ALSO COLLECT OTHER PERSONAL INFORMATION SUCH AS:

- your name
- your address
- your date of birth
- the names of your parents or carers.

It helps people know who you are and what services you may require



THIS IS A NEW LAW



There are new rules on how to keep and store information safely and how it's shared. These rules are in the **DATA PROTECTION ACT 1998**.

In 2018 there will be a new law called the **GENERAL DATA PROTECTION REGULATION (GDPR)**. It gives you more control over your information

It makes sure anyone collecting information has to:

- be honest why they want it
- be clear about what they want to do with it
- keep your data safe
- destroy it when its no longer needed

So, this leaflet tells you about why the school need to collect your information and how we use it.



WHAT INFORMATION DO WE GET?

The school has to be given relevant information from other schools and local authorities. It is the law.

INFORMATION WITH YOUR PERSONAL DETAILS

The information we get about you includes:

- personal details such as your name, address and date of birth
- your attendance records and any actions put in place to deal with problems
- any extra help you need to support your learning
- your school test and examination results
- any support you get from outside agencies

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

We also get information that is grouped together and becomes **INFORMATION WITHOUT ANY OF YOUR PERSONAL DETAILS**. This information still includes you but you are not named, it's just numbers.

With this kind of information nobody knows who you are.

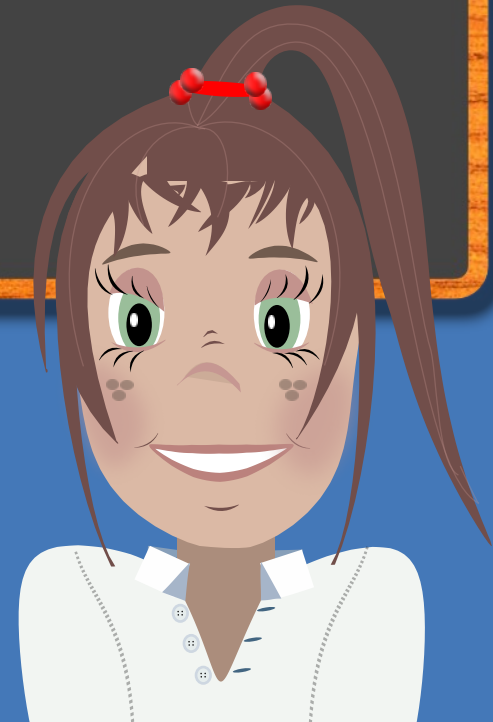
Information in numbers gives us a fast and easy way to see how our school is performing. We get numbers showing how many learners:

- pass their exams and their ultimate grades
- need extra support
- get free school meals
- come from different backgrounds
- come from other countries



FOR EXAMPLE:

Whole school attendance for 2017 was 92.4%



WE SHARE IT

When the school shares your information, we make sure it's kept safe and we follow the rules set out in law.

The school only shares information with your personal details on with organisations listed in the regulations. The list has organisations like:

- A new school
- Welsh Government

The school also shares your information without personal details. We share it with the organisations we've asked to study it for the school. They do this:

- for a reason like helping us plan for the future
- following the rules
- for a set time
- then they must destroy the information

WE KEEP IT

The school will keep the information with your personal details On until your 25th birthday

The school will keep other information without your personal Details on to study for as long as we need to.

YOUR RIGHTS

You have the right to:

- See any personal information we have about you
- ASK the school to change any information that you think is wrong
- ASK the school not to share your personal information except when we need to get you support OR to keep you safe
- ASK us to remove your information from the school's systems

You can make a complaint if you think the school's not respecting your rights.

There's an Information Commissioner's Office (ICO) to help.



