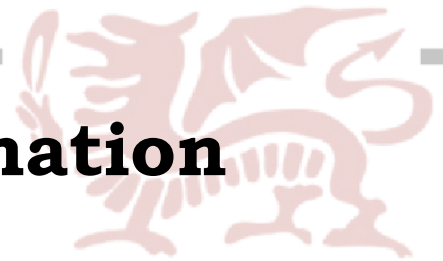




GP23– ICT Information Management



Last Review Date	November 2017	Next Review Date	November 2018
Leader of Policy Review	Headteacher		
Associated Policies	ICT Acceptable Use of Electronic Communications, ICT Information Security Management, Freedom of Information Publication Scheme		

The School collects information about students and their parents or legal guardians. Information is also received from other schools when students transfer.

The School uses the information it collects to administer the education it provides to students. For example;

- the provision of educational to students
- monitoring and reporting on students' educational progress
- the provision of welfare, pastoral care and health services
- the giving of support and guidance to students, their parents and legal guardians
- the organisation of educational events and trips
- the planning and management of the school

Any information may be held or processed by the School for those purposes contained in the School's current notification to the Information Commissioner and in accordance with the provisions of the Data Protection Act 1998. The information may be shared with third parties as and when necessary in order to verify the information, for the prevention or detection of crime and/or for the purposes of discharging any statutory or administrative function or as required by law. This information will be shared with the Local Authority (LA), the Welsh Government (WG) and North Wales Regional School Improvement Service (GwE).

Information held by the School, LA, WG and GwE on students, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when students are applying for courses, training, school transfer or seeking guidance on opportunities
- bodies doing research, so long as the information is kept secure
- central and local government for the planning and provision of educational services
- social services and other health and welfare organisations where there is a need to share information to protect and support individual students
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, and contact details for parents and guardians
- information on attendance and performance in internal and national assessments and examinations
- information on the ethnic origin and national identity of students (this is used only to prepare summary statistical analyses)
- medical information needed to keep students safe while in the care of the school
- information about the involvement of social services with individual students where this is needed for the care of students

Transfer of such information is via the annual Pupil Level Annual School Census (PLASC). It is used for funding purposes and to do research primarily to inform education policy changes which is done in a way that ensures individual students cannot be identified.

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation, and the School will try to ensure that information is accurate and secure.

A summary guide for parents is contained in the school prospectus. Further information on Data Protection can be obtained from Flintshire Directorate of Lifelong Learning's Data Protection Officer on 01352 702178. Information is also available covering policies on Data Protection, Freedom of Information and Privacy on Flintshire's website.