



Data Protection Policy Notice

Privacy Notice for Pupils, Parents and Guardians

Effective from 25th May 2018

Individuals have a number of rights in relation to their personal data and these rights have been enhanced by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This Data Protection Privacy Notice describes how we at La Petite Ecole de Cardiff collect and process personal data, in accordance with the GDPR data protection legislation and La Petite Ecole de Cardiff's legal obligations generally in relation to the provision of education. Processing is the legal term to describe various acts including - the collection, recording, organisation, structuring, storage, alteration, use of, retrieval, disclosure or transmission of personal data.

This Privacy notice applies to pupils, parents and guardians. By enrolling your child in and/or by attending La Petite Ecole de Cardiff you acknowledge and agree to the collection and processing of personal data by our charity.

For your information this Privacy Notice outlines:

- Relevant definitions;
- Who we are and how to contact us;
- What personal data we collect, process and retain;
- How personal data is collected and processed and the purpose and legal basis for doing so;
- Sharing personal data with third parties;
- Individual legal rights.

I DEFINITIONS

- **“Data Controller”** - Means the entity which determines the purposes, conditions and means of processing personal data collected in the school - i.e. the Committee.



- **“Personal Data”** - Information relating to an identified or identifiable natural person.
- **“Pupils”** - Means all former, present and prospective pupils of La Petite Ecole de Cardiff.
- **“Parents”** - Means all former, present and prospective parents of La Petite Ecole de Cardiff.
- **“Guardians”** - Means all former, present and prospective guardians of La Petite Ecole de Cardiff.

II WHO WE ARE AND HOW TO CONTACT US

The Committee of La Petite Ecole de Cardiff is a Data Controller responsible for personal data. La Petite Ecole de Cardiff process personal data, i.e. the school collects, records, stores, retains and uses personal data. La Petite Ecole de Cardiff will respond to your questions in relation to this Privacy Notice and our approach to data protection.

If you have any questions about this Privacy Notice, including any request to exercise your legal rights, please contact us using the details below:

Email address to get in touch with La Petite Ecole de Cardiff:

lapetitecoledecardiff@hotmail.co.uk

III PERSONAL DATA COLLECTED

La Petite Ecole de Cardiff may collect, process and retain the following personal data on pupils and parents/guardians:

(i) Pupils Personal Data

- Personal details such as name, address, date of birth, school, school year, gender, nationality, emergency contact details and information in relation to the pupil’s family as may be required;
- Any Special Educational Needs (SEN);
- Any Child Protection Information;
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- Academic records within our school: academic records, school reports, pupil learning needs, pupil behavioural needs, individual education and learning support plans;
- Personal pupil profiles (including which is the pupil's first language and how much they speak French at home);
- Psychological referral assessment documentation and permission for access to psychological reports;
- Personal data for TUSLA (the child and family agency) and/or the Health Service Executive (HSE);
- Attendance records and explanatory notes in relation to absences;
- Disciplinary records including notes that may be held by the teachers, incidents and accident reports, investigations and sanctions if imposed;
- Permission notes in respect of school activities e.g. school trips and outings and any extra activities requiring parents/guardians' approval;
- Photographs and recorded images of pupils including at school events;
- Permission to use images of the pupils for communication and advertising purposes;
- CCTV footage and other personal data obtained through electronic means.

(ii) Pupils: Special Categories of Personal Data

- Information about pupil's health, medical certificates, medical needs, allergies and consent for administration of medicines.

(iii) Parents and Guardians: Personal Data

- Contact details of parents/Guardians e.g. name, address, email address, telephone numbers;
- Information regarding legal orders in respect of any family law disputes in respect of guardianship, custody or access;
- Occupation and nationality;
- Number of children, position of pupil(s) in family;
- Consent in respect of medical/other emergencies;
- Consent in respect of school activities e.g. school trips, extra activities requiring Parents/Guardians' approval;
- Consent to publish photographs and schoolwork of pupils on the school's website / print and online media/social media etc.;



- Records, correspondence or notes arising from interaction with Parents/Guardians.

IV PURPOSE AND LEGAL BASIS FOR COLLECTING & PROCESSING PERSONAL DATA

La Petite Ecole de Cardiff collects and processes personal data (as listed above) about pupils and parents/guardians for a variety of purposes and relies on a number of legal grounds to do so. La Petite Ecole de Cardiff requires this personal data to perform our duties and responsibilities and to comply with our legal and statutory obligations.

In addition La Petite Ecole de Cardiff requires this personal data to pursue the legitimate interests of the school and our dealings with relevant third parties (see below). The legitimate interests upon which we rely is the effective operation and management of La Petite Ecole de Cardiff and managing the education and welfare needs of our pupils. La Petite Ecole de Cardiff processes personal data on the basis of the following purposes:

a) Legal Obligations

La Petite Ecole de Cardiff collects and processes personal data to comply with our legal and statutory obligations, including but not limited to those of the Charity Commission, the Education Act 1998 (as Amended), the Education (Welfare) Act 2000, the Education for Persons with Special Needs (EPSEN) Act 2004, the Health Act 1947, the Children First Act 2015, the Child Protection Procedures for Primary and Post-Primary Schools 2017, the Teaching Council Acts 2001-2015 and Safety Health and Welfare at Work legislation.

b) Legitimate Interests

La Petite Ecole de Cardiff may also process personal data to;

- Enable Pupils to develop to their full potential and meet the educational, social, physical and emotional requirements of the pupil;
- Enable Parents and Guardians to be contacted in the case of an emergency, school closures and health and safety issues.
- To inform Parents and Guardians of their child's educational progress.



- To secure and benefit from the support and services of relevant third parties.

c) Consent

La Petite Ecole de Cardiff sometimes process some of the pupils' personal data with consent e.g. photographs which may be displayed on the school's website or on social media platforms or in the print media. Please note that consent can be withdrawn at any time by contacting the Committee.

V HOW PERSONAL DATA IS COLLECTED

(i) Pupils

La Petite Ecole de Cardiff collect personal data about pupils through the enrolment process and/or through expressions of interest in relation to the enrolment. Additional information is collected during the course of the Pupil's time within La Petite Ecole de Cardiff. It may also be collected from third parties, including the Pupil's regular school and through school activities.

(ii) Parents and Guardians

La Petite Ecole de Cardiff collect personal data about Parents and Guardians through the enrolment process or expression of interest for enrolment. We collect additional personal data through general interaction during the course of the pupil's time at La Petite Ecole de Cardiff.

VI PERSONAL DATA AND THIRD PARTIES

La Petite Ecole de Cardiff may receive from, share and/or transfer personal data to a range of third parties such as the following:

- The Department of Education and Skills;
- TUSLA / The Child and Family Agency;
- The National Council for Special Education;
- National Educational Psychological Service (NEPS);



- Department of Employment Affairs and Social Protection and/or other benefit providers;
- School Insurance Provider;
- Third Party Service Providers - We may share personal data with third party service providers that perform services and functions at our direction and on our behalf such as our accountants, IT service providers including printers, lawyers and other advisors, and providers of security and administrative services, including data processing / cloud storage service provider e.g. Google Inc.;
- Examination centres and partners e.g. Cardiff University and L'Institut Francais.

VII DATA RETENTION

We will only retain personal data for as long as it is necessary to fulfil the purposes the data was collected for, including any legal, accounting or reporting requirements.

VIII TRANSFER OF PERSONAL DATA OUTSIDE OF THE EUROPEAN UNION

La Petite Ecole de Cardiff may transfer the personal data we collect to countries outside of the EU. Where there is no adequacy decision by the European Commission in respect of any such country that means that that country is deemed not to provide an adequate level of protection we will in such circumstances put in place appropriate measures such as the use of model contractual clauses as approved by the European Commission to ensure personal data is treated by those third parties in ways that are consistent with respect to EU and UK Laws on Data Protection.

IX INDIVIDUAL RIGHTS

Individuals have several rights under GDPR, which in certain circumstances are limited and/or constrained. These individual rights include the right to - free of charge and subject to any limitations as may apply - to;



1. Request a copy of the personal data held about the individual;
2. Rectify any inaccurate personal data held about the individual;
3. Erase personal data held about the individual;
4. Restrict the processing of individual personal data;
5. Object to the use of individual personal data for our legitimate interests;
6. Receive individual personal data in a structured commonly used and machine-readable format and to have that data transmitted to another data controller.

If you wish to exercise any of these rights please contact us at the school as outlined (by email at lapetitecoledecardiff@hotmail.com)

La Petite Ecole de Cardiff will endeavour to respond to your request within six weeks. You also have the right to lodge a complaint to the office of the Information Commissioner's Office (ICO). The relevant contact details are:

Information Commissioner's Office (ICO) Wales

2nd Floor, Churchill House

Churchill Way

Cardiff

CF10 2HH

Tel : 0330 414 6421

Email: wales:ico.org.uk

X UPDATES

We will update this Data Protection Privacy Notice from time to time. Any updates will be made available and where appropriate notified to you.