Thanks for reading this.

If you want to know more, then contact:

Craig y Don School
Clarence Drive
Conwy
Llandudno
LL30 1TR
01492 878906

LA details
Andrew Nixon—Senior Business and MIS Officer
01492 575587
mis@conwy.gov.uk

You can also contact:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Your information

Why the Local Authority and school need it and what we do with it

Your Information

The Local Authority and schools collect information.

Things like:

- How many learners are in each school;
- Attendance records;
- Exam and test results;
- How many children are educated somewhere other than at school;
- What young people choose to do after they're 16.

The Local Authority and schools also collect personal information.

Everyone has personal information:

- Your name;
- Address;
- Date of Birth;
- The names of parents or carers.

This helps people know who you are and what you need.

Your rights

You have the right to:

- See any personal information we have about you;
- Ask us to change any information that you think is wrong;
- Ask us to not share your information, but not when we need to get you support or keep you safe;
- Ask us to remove information from our systems.

You can complain if you think we're not respecting your rights.

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

If we share your information

If we share your personal information we will explain who we are sharing it with and we'll keep it safe.

We only share information containing personal details with organisations listed in the regulations. The list has places like:

- A new school;
- Welsh Government;
- Careers Wales so you get the right training for work.

We also share information that does not contain personal details. We share it with organisations that we've asked to study it for us. 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.

The school and Local Authority will retain and destroy the information inline with their retention schedules (how long we keep your data), these can be obtained from the contact details on the back page.

We keep other information that does not contain your personal details to study for as long as we need to.

A new law

There are new laws about how to keep personal information safe. It gives you more control over your personal information and anyone collecting personal information

In 2018, there will be a new law called:

General Data Protection Regulations (GDPR).

It gives you more control over your information.

It makes sure anyone collecting information has to:

- Explain about why they want it;
- Be clear about what they will do with it;
- Ensure they keep your data safe;
- Destroy it when they no longer require it.

What information do we get?

The Local Authority and schools have to be given information to ensure you are safe and help make sure you receive a good level of education.

The information we get about you includes:

- personal details like your name, address, date of birth;
- your attendance records and any actions taken to deal with problems;
- any extra support you need to help you learn;
- any support you get from social care services;
- your school tests and exam results.

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

What are we doing with your information?

We use information in different ways.

We use it to keep you safe

We keep information such as:

- Parents or Carers name and contact details;
- Medical needs.

This helps to ensure you are safe when you are in school.

We study it

We study the information to:

- Ensure you receive a good education;
- To understand if you need any extra support;
- Safeguard and protect you.