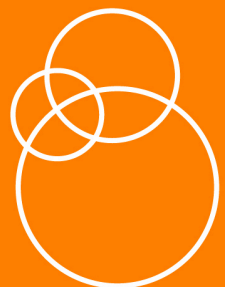


## DEPARTMENT FOR EDUCATION & CHILDREN

Our Vision ...is to be an innovative and integrated department that supports all children and young people and encourages lifelong learning

# EDUCATION: HOW WE USE YOUR INFORMATION

Robert Sully  
Director – Department for Education & Children



## **Children's Services Division**

If you require this information in large print,  
Braille or on audiotape please contact the  
Department for Education & Children  
01267 246566

## Introduction

Please read this leaflet carefully. It tells you what Schools, Carmarthenshire County Council and the Welsh Assembly Government does with education related information it holds on you / your child.

It also explains what your rights are under the Data Protection Act 1998.

## Data Protection Act 1998

All agencies and organisations that use personal information as part of their work have to be registered under the Data Protection Act 1998.

The Act controls what can and can't be done with personal information, and ensures it is kept secure and confidential at all times.

We make certain your information is only used to support the provision of education related services to you / your child. We will only use your / your child's information for purposes that are compatible with this.



## What information?

The type of personal information we may hold includes:

- Basic personal information such as name, address, date of birth;
- Information on performance in internal and national assessments and examinations;
- Relevant medical information needed to ensure your / your child's safety whilst in school;
- Information on attendance and any disciplinary action taken;
- Information about any support services being provided to you / your child.

## Why do we hold this information?

The information is processed for the purposes of:

- Monitoring and reporting on educational progress;
- Ensuring educational needs are identified and supported;
- Managing any support services being provided;
- Enabling the County Council and Welsh Assembly Government to plan future educational needs and services



## Sharing your information



Your school, County Council and the Welsh Assembly Government may share your / your child's information for purposes such as those mentioned above.

Information held may also be shared with other organisations where the law requires or permits this to happen.

For example:

- For research purposes on behalf of the school, County Council or Welsh Assembly Government;
- With social care, health, and welfare services where there is a need to protect and support an individual;
- Where sharing is necessary to prevent a risk of harm to yourself or another individual;
- With the police or court in any legal or criminal matters.

## How long is information kept?

Your information will only be kept for as long as is necessary to fulfil the purpose for which it was collected. As soon as the purpose has expired, your information will be securely destroyed.

## Your rights under the Data Protection Act 1998

If you are a subject of data, you have certain rights under The Data Protection Act 1998.

These include:

- The right to request a copy of the personal information held. It is also possible to request information on behalf of somebody else, either where they have given permission to do so, or where you are legally appointed to act on their behalf. Some information however may be legitimately withheld. If this is the case, the reasons for withholding will always be explained;
- The right, in some circumstances to prevent the processing of personal information if by doing so will cause you damage or distress;
- The right for inaccurate information to be corrected;
- The right to seek compensation if you suffer personal damage as a result of your information being misused.

You also have the right to ask the Information Commissioner's Office (ICO), who enforces the Act, to assess whether or not your information is being processed legally. Contact details for the ICO can be found at the bottom of this page.

## How do I access my information?

Circumstances may arise where you would like to know what information is held about you / your child. To do this, please contact your school in the first instance. Depending on the nature of the request, your school may need to seek the assistance of the local authority.

If you have any queries about how your information is processed or for further details about your rights under the Data Protection Act 1998, please contact the following:

**Mr Robert Brain**  
**Principal Officer Data Security**  
**Department for Education & Children**  
**Building 2**  
**St David's Park**  
**Carmarthen**  
**SA31 3HB**

Ysgol Bryn Teg  
Website copy 2010  
Tel: 01267 246566  
Email: [rbrain@carmarthenshire.gov.uk](mailto:rbrain@carmarthenshire.gov.uk)

### Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
**Tel:** 0303 123 1113  
**Fax:** 01625 524510  
**Web site:** [www.ico.gov.uk](http://www.ico.gov.uk)