

Hysbysiad Preifatrwydd

Yn unol â'r Rheoliadau Diogelu Data Cyffredinol (General Data Protection Regulations) (GDPR) ddaeth i rym ar 25 Mai 2018, mae'r hysbysiad hwn yn nodi beth mae Gwasanaethau Addysg yr Awdurdod Lleol ac Ysgol Penmachno yn ei wneud gyda gwybodaeth bersonol a pherfformiad plant a phobl ifanc, ac unrhyw wybodaeth bersonol sy'n ymwneud â chi fel rhiant / gwarcheidwad.

Bydd yr wybodaeth yn yr hysbysiad hwn yn cael ei adolygu er mwyn cynnwys unrhyw newidiadau pellach a ddarparwyd gan Swyddfa'r Comisiynydd Gwybodaeth.

1. Casglu data personol

Mae'r ysgol yn casglu gwybodaeth am blant, pobl ifanc a'u rhieni neu'r gwarcheidwaid cyfreithiol pan fônt yn mynd i ysgol newydd, maent hefyd yn casglu gwybodaeth ar amseroedd eraill o'r flwyddyn ysgol. Derbynnir gwybodaeth gan ysgolion eraill pan fo disgyblion yn trosglwyddo.

Bydd yr Awdurdod Lleol yn cael gwybodaeth am blant / pobl ifanc o'r ysgol / y sefydliad addysgol.

Bydd yr ysgol a'r Awdurdod Lleol yn dod yn rheolwr y data ar ôl cael yr wybodaeth.

2. Pa wybodaeth sy'n cael ei gadw?

Mae gwybodaeth bersonol a chategori arbennig sy'n cael ei gasglu'n cynnwys:

- enw
- cyfeiriad
- dyddiad geni
- rhyw
- grŵp ethnig
- statws anabledd
- gwybodaeth iechyd arall
- gwybodaeth anghenion dysgu ychwanegol
- canlyniadau profion ac arholiadau cenedlaethol
- presenoldeb
- gwybodaeth ynghylch eich addysg yn yr ysgol
- delweddau bysbrint a thempledi ar gyfer cofrestru biometreg

3. Beth sy'n digwydd i'ch gwybodaeth?

Mae'r wybodaeth a gasglwyd yn cael ei ddefnyddio i ddiogelu plant a phobl ifanc a sicrhau bod manylion cysylltu priodol ar gael er mwyn cysylltu â rhieni / gwarcheidwaid.

Mae'r ysgol a'r Awdurdod Lleol hefyd yn defnyddio'r wybodaeth mae'n ei gasglu ar gyfer gwneud ymchwil. Mae'n defnyddio canlyniad yr ymchwil i wneud penderfyniadau ar bolisi ac ariannu'r ysgol, cyfrifo perfformiad ysgolion a'u helpu i osod targedau.

Mae'r ymchwil hefyd yn cyfarwyddo'r addysg sy'n cael ei ddarparu i blant a phobl ifanc e.e.:

- darparu gwasanaethau addysgol i unigolion;
- monitro a rhoi adroddiad ar gynnydd addysgol plant a phobl ifanc
- darparu gwasanaethau lles, gofal bugeiliol ac iechyd; anghenion AAA a chludiant; gwaharddiadau, data presenoldeb a meithrinfa
- rhoi cefnogaeth ac arweiniad i blant, pobl ifanc a'u rhieni a'u gwarcheidwaid cyfreithiol
- trefnu gweithgareddau a theithiau addysgol
- cynllunio a rheoli'r ysgol
- cofnodi taliadau ariannol i a gan ddisgyblion/myfyrwyr a rhieni/gwarcheidwaid.

Efallai y byddwn yn defnyddio eich gwybodaeth ar gyfer gwneud penderfyniadau awtomatidd, gan gynnwys proffilio. Mae hyn yn golygu gwneud penderfyniad awtomatig amdanoch heb ymyrraeth ddynol.

4. Â phwy mae eich gwybodaeth yn cael ei rannu?

Mae gwybodaeth ynghylch plant a phobl ifanc fel arfer yn cael ei anfon yn uniongyrchol o ysgolion a'r Awdurdod Lleol at Lywodraeth Cymru fel rhan o gasglu data statudol sy'n cynnwys y canlynol:

- Cyfrifiad Ysgolion Blynyddol ar Lefel Disgyblion (PLASC)
- Casglu lefelau Disgyblion sy'n derbyn addysg heblaw yn yr ysgol (EOTAS)
- casglu data cenedlaethol (NDC)
- casglu presenoldeb
- casglu data Profion Cenedlaethol Cymru (WNT)

Gall gwybodaeth sy'n cael ei gadw gan yr ysgol a'r Awdurdod Lleol ar blant a phobl ifanc a'u rhieni neu warcheidwaid cyfreithiol gael ei rannu gyda sefydliadau eraill pan fo'r gyfraith yn caniatáu hyn, e.e., gyda:

- chyrrff addysgol a hyfforddiant eraill, gan gynnwys ysgolion, pan fo disgyblion yn gwneud ceisiadau am gyrsgiau, hyfforddiant, trosglwyddo ysgol neu geisio arweiniad ar gyfleoedd
- cyrrff sy'n gwneud ymchwil i LIC, yr ALI ac ysgolion, cyn belled bod camau'n cael eu cymryd i gadw'r wybodaeth yn ddiogel
- llywodraeth ganolog a lleol ar gyfer cynllunio a darparu gwasanaethau addysgol
- gwasanaethau cymdeithasol a sefydliadau iechyd a lles eraill ble mae angen rhannu gwybodaeth i amddiffyn a chefnogi plant a phobl ifanc unigol
- amrywiol gyrff rheolaethol, fel yr ombwdsmon, awdurdodau arolygu a mentrau twyll y Llywodraeth, ble mae'r gyfraith yn gofyn i'r wybodaeth honno gael ei anfon ymlaen fel y gallant wneud eu gwaith.

5. Am ba hyd y byddwn yn cadw'r wybodaeth?

Bydd yr ysgol a'r Awdurdod Lleol yn cadw a dinistrio'r wybodaeth yn unol â'u hamserlen dargadwedd, mae'r rhain ar gael trwy'r rhestr cysylltu isod.

6. Eich hawliau o dan GDPR

Mae gennych hawl i:

- weld yr wybodaeth bersonol mae'r ysgol a'r Awdurdod Lleol yn ei brosesu amdanoch
- gofyn i'r ysgolion neu'r Awdurdod Lleol gywiro gwybodaeth sy'n anghywir
- yr hawl (mewn rhai amgylchiadau) i wrthwynebu prosesu ar sail sy'n ymwneud â'ch sefyllfa arbennig chi
- yr hawl i gyfyngu prosesu (mewn rhai amgylchiadau)
- cwyno wrth y comisiynydd gwybodaeth sef y rheolwr annibynnol amddiffyn data.

Cysylltwch â'r isod ynghylch yr wybodaeth mae'r ysgol a'r Awdurdod Lleol yn ei gadw a'i ddefnyddio, neu os ydych yn dymuno defnyddio eich hawl o dan GDPR:

Manylion cysylltu'r ysgol

Mrs Eiliw Emllyn Roberts, Pennaeth

Ysgol Penmachno
Penmachno
Betws y Coed
Conwy
LL24 0PT

Cyswllt yr Awdurdod Lleol:

Swyddog Amddiffyn Data Ysgolion (SAD)
Swyddog Llywodraethu Gwybodaeth (Addysg)
Gwasanaethau Addysg
Cyngor Bwrdeistref Sirol CONWY
01492 574137

Andrew Nixon – Uwch Swyddog Busnes a MIS
01492 575587
MIS@conwy.gov.uk

Cyfeiriad Swyddfa'r Comisiynydd Gwybodaeth yw:

Information Commissioners Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire.
SK9 5AF

Rhif ffôn y llinell gymorth: 029 2067 8400 (llinell gymorth Cymru) neu 0303 123 1113 (llinell gymorth Prydain)
Gwefan: <https://ico.org.uk/>

School Privacy Notice

In accordance with General Data Protection Regulation (GDPR) which came into force on 25th May 2018, this notice sets out what the Local Authority Education service and Ysgol Penmachno does with children's and young peoples, personal and performance information, and any personal information relating to you as parent / guardian.

The information in this notice will be kept under review to incorporate any further changes communicated by the Information Commissioner's Office.

1. The Collection of personal data

The school collects information about children, young people and their parents or legal guardians when they go to a new school, they also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The Local Authority will receive information on children/young people from the school / education establishment.

Upon receipt of the information the School and Local Authority becomes the data controller.

2. What information is held

Personal and special category information that will be collected includes:

- Name
- Address
- Date of birth
- Gender

- Ethnic group
- Disability status
- Other health information
- Additional Learning Needs information
- National assessment and examinations results
- Attendance
- Information in relation to your education at school
- Fingerprint images and templates for Biometric Enabled Check-In

3. What is happening with your information?

The information collected is used to safeguard children and young people and to ensure appropriate contact details are available to contact parents / guardians.

The school and Local Authority also uses the information it collects to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets.

The research also informs the education which is provided to children and young people for example:

- The provision of educational services to individuals;
- Monitoring and reporting on children / young people's educational progress;
- The provision of welfare, pastoral care, and health services; SEN and transport requirements; exclusions, attendance and nursery data
- The giving of support and guidance to children, young people, their parents and legal guardians;
- The organisation of educational events and trips;
- Planning and management of the school.
- Recording of monetary payments to and from pupils/students and parents/guardians.

We may use your use your information for automated decision making, including profiling. This is where we may make a decision automatically about you without human intervention.

4. Who is your information shared with?

Information is sent to Welsh Government on children and young people directly from schools and the Local Authority normally as part of statutory data collection which consists of the following:

- Pupil Level Annual School Census (PLASC)
- Educated other than at school (EOTAS) pupil level collection
- National data collection (NDC)
- Attendance collection
- Welsh National Tests (WNT) data collection

Information held by the School and Local Authority on children and young people and 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 pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- Bodies doing research for the WG, LA and schools, so long as steps are taken to keep the information 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 children and young people;
- Various regulatory bodies, such as ombudsmen, inspection authorities and Government fraud initiatives, where the law requires that information be passed on so that they can do their work.

5. How long will we keep this information?

The school and Local Authority will retain and destroy the information in line with their retention schedules, these can be obtained from the contact details below.

6. Your rights under GDPR

You have the right to:

- Have access to the personal information that the school and Local Authority are processing about you;
- Require the schools or Local Authority to rectify inaccuracies in that information;
- The right (in some circumstances) to object to processing on grounds relating to your particular situation
- The right to restrict processing (in some circumstances)
- Lodge a complaint with the information commissioner who is the independent regulator for data protection

For further information about the information which the school and Local Authority holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Mrs Eilw Emlyn Roberts, Headteacher

Ysgol Penmachno
Penmachno
Betws y Coed
Conwy
LL24 0PT

Local Authority contact:

Schools Designated Data Protection Officer (DPO)
Information Governance Officer (Education)
SCE - Education Services
CONWY County Borough Council
01492 574137

Andrew Nixon - Senior Business and MIS officer
01492 575587
MIS@conwy.gov.uk

To contact the Information Commissioner's Office, please see details below:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone helpline: 029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)
Website: <https://ico.org.uk/>