

YSGOL DAVID HUGHES

PORTHAETHWY
YNYS MÔN LL59 5SS



MENAI BRIDGE
ISLE OF ANGLESEY LL59 5SS

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Pennaeth/Headteacher
H Emyr Williams Bsc MEd

Hysbysiad Preifatrwydd Ysgol David Hughes

I fodloni gofynion Y Rheoliad Diogelu Data Cyffredinol (GOPR) a ddaeth i rym 25^{ain} o Fai 2018, mae'r Hysbysiad Preifatrwydd hwn yn rhoi gwybodaeth am gasglu a phrosesu gwybodaeth bersonol disgyblion, a gwybodaeth am eu perfformiad, gan Lywodraeth Cymru, **CYNGOR SIR YNYS MÔN** (Awdurdod Addysg Leol) ac **YSGOL DAVID HUGHES**.

Mae'n ofynnol i ysgolion roi Hysbysiad Preifatrwydd i ddisgyblion a/neu rieni sy'n crynhoi'r wybodaeth sy'n cael ei chadw ar gofnod am ddisgyblion, y rhesymau pam ei bod yn cael ei chadw, a manylion y trydydd partïon y ceir trosglwyddo'r wybodaeth honno iddynt.

Ysgol David Hughes yw'r rheolwr data at bwrpas y Ddeddf Diogelu Data.

Casglu Gwybodaeth Bersonol

Mae'r ysgol yn casglu gwybodaeth am ddisgyblion a'u rhieni neu warcheidwaid cyfreithiol wrth iddynt gofrestru gyda'r ysgol. Mae'r ysgol hefyd yn casglu gwybodaeth ar adegau allweddol eraill yn ystod y flwyddyn ysgol. Bydd yr ysgol hefyd yn cael gwybodaeth o ysgolion eraill pan fydd disgyblion yn symud ysgol.

Pam yr ydym yn casglu a defnyddio'r wybodaeth

Caiff yr Ysgol, yr AALL a Llywodraeth Cymru rannu'r wybodaeth a gedwir am ddisgyblion, eu rhieni neu eu gwarcheidwaid cyfreithiol gyda chyrrff eraill pan fydd y gyfraith yn caniatáu hynny.

Mae'r **Ysgol** yn defnyddio'r wybodaeth a gesglir i weinyddu'r addysg y mae'n ei darparu i ddisgyblion. Er enghraifft:

- i ddarparu gwasanaethau addysgol i unigolion.
- i fonitro ac adrodd am gynnydd addysgol y disgyblion.
- i ddarparu gwasanaethau lles, gofal bugeiliol a gwasanaethau iechyd.
- i roi cefnogaeth ac arweiniad i ddisgyblion, rhieni a gwarcheidwaid cyfreithiol.
- i gydymffurfio â'r gyfraith ynglŷn â rhannu data
- i rannu data ar gyfer archwiliadau statudol a dibenion archwilio
- trefnu digwyddiadau a theithiau addysgol.
- cynllunio a rheoli'r ysgol.

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Gwybodaeth bersonol a gedwir

Dyma'r math o wybodaeth bersonol a gedwir:

- manylion personol megis enw, cyfeiriad, dyddiad geni, cod adnabod y disgybl a manylion cyswllt rhieni a gwarcheidwaid.
- gwybodaeth am berfformiad mewn asesiadau, profion ac arholiadau mewnol a chenedlaethol.
- gwybodaeth am dras ethnig a chenedligrwydd disgyblion (dim ond er mwyn paratoi dadansoddiadau ystadegol cryno y defnyddir yr wybodaeth hon).
- manylion am statws mewn fudo disgyblion (dim ond er mwyn paratoi dadansoddiadau ystadegol cryno y defnyddir yr wybodaeth hon).
- gwybodaeth feddygol sydd ei hangen i gadw'r disgyblion yn ddiogel tra bônt dan ofal yr ysgol.
- gwybodaeth am bresenoldeb ac am unrhyw gamau disgyblu a gymerwyd.
- gwybodaeth am unrhyw gysylltiad rhwng y gwasanaethau cymdeithasol a disgyblion unigol, lle bo angen gwybod hynny er lles y disgybl.
- llun proffil disgybl ar gyfrif a ffeil ysgol at ddiben adnabod, rhestrau meddygol/alergeddau, cerdyn mynediad (lanyard) yn unig
- delweddau o system Teledu Cylch Cyfyng (CCTV) yr ysgol at ddibenion diogelwch y cyhoedd ac atal a chanfod troseddau yn unig.

Y sail gyfreithiol i ddefnyddio'r wybodaeth

Rydym yn casglu ac yn defnyddio gwybodaeth am ddisgyblion er mwyn cwrdd â gofynion cyfreithiol a diddordebau cyfiawn fel y'u pennir yn y Rheoliad Diogelu Data Cyffredinol (GDPR) a'r Ddeddf Diogelu Data 2018, sy'n cynnwys y rheiny sy'n berthnasol i'r canlynol:

- Erthygl 6 ac Erthygl 9 o'r GDPR;
- Deddf Addysg (Cymru) 2014;
- Rheoliadau Gwybodaeth am Ddisgyblion (Cymru) 2011.

Casglu gwybodaeth am ddisgyblion

Er bod y mwyafrif o wybodaeth am y disgyblion a gesglir yn orfodol, mae peth gwybodaeth a ddarperir ar sail wirfoddol.

Er mwyn cydymffurfio â deddfwriaeth diogelu data, byddwn yn eich hysbysu os yw'r wybodaeth yn orfodol neu'n wirfoddol.

Cadw gwybodaeth am ddisgyblion

Byddwn yn cadw data personol am ddisgyblion am gyfnodau amrywiol o amser yn dibynnu beth yw'r wybodaeth.

Byddwn yn dinistrio'r wybodaeth yn ddiogel yn unol ag amserlenni cadw'r Awdurdod Lleol.

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Rhannu Gwybodaeth

Gellir rhannu gwybodaeth a gedwir gan yr Ysgol, yr Awdurdod Lleol a Llywodraeth Cymru ar blant a phobl ifanc a'u rhieni neu eu gwarcheidwaid cyfreithiol â sefydliadau eraill pan fydd y gyfraith yn caniatáu, er enghraifft:

- Cyrff addysg a hyfforddiant eraill, gan gynnwys ysgolion, pan fydd disgyblion yn gwneud ceisiadau am gyrsiau, hyfforddiant, trosglwyddo ysgol neu chwilio am arweiniad ar gyfleoedd, ee [Byrddau Arholi](#), [Profion Cenedlaethol \(LC\)](#), [Profion PISA\(NFER\)](#), [Consortiwm Ôl-16](#), [Gyrfa Cymru](#), [Estyn](#), [Coleg Menai](#), [GWE](#), [HWB](#), [Cynnal](#), [Awdurdod Lleol \(Gwaharddiadau/TRAC/Cynllun Cynhwysiad Pecyn 25\)](#), [UCAS](#), [EMA \(SLC\)](#), [Ysgolion eraill](#), [Prifysgolion](#), ayyb;
- Cyrff sy'n gwneud gwaith ymchwil i LC, ALL ac ysgolion, cyhyd â bod camau yn cael eu cymryd i ddiogelu'r wybodaeth, ee [CYNNAL](#), [CYBLD](#), [DEWi](#), [FFYNNON \(LC\)](#), [Gweriniaith](#), [Consortiwm Ôl-16](#), [GWE](#), [HWB](#);
- Llywodraeth ganolog a lleol ar gyfer cynllunio a darparu gwasanaethau addysgol, ee [CAPITA](#), [CYNNAL](#), [LRS](#), [DEWi](#), [FFYNNON \(LC\)](#), [GWE](#), [HWB](#);
- Gwasanaethau cymdeithasol a sefydliadau iechyd a lles eraill lle mae angen rhannu gwybodaeth i warchod a chefnogi plant a phobl ifanc unigol, ee [GWASANAETHAU CYMDEITHASOL](#), [GWASANAETH IECHYD](#), [CAMHS](#), [GOFALWYR IFANC](#) ayyb;
- Cyrff rheoleiddio amrywiol, fel ombwdsmyrn, awdurdodau arolygu a mentrau twyll gan y Llywodraeth, lle mae'r gyfraith yn mynnu bod gwybodaeth yn cael ei throsglwyddo fel y gallant wneud eu gwaith, ee [ARCHWILWYR MEWNOL](#), [ESTYN](#), [HEDDLU](#), [LLYSOEDD](#), [TRIBIWNLYSOEDD](#), ayyb
- Darparwyr Gwasanaeth a Chyflenwyr dan gytundeb, i alluogi cyflenwi cytundeb/gwasanaeth ee [Caterlink](#), [Cunninghams](#), [Schoolcomms](#), [Show my Homework](#), [System Apwyntiadau Noson Rhieni ar-lein](#), [GSCEPod](#), [HWB](#), [Strobe](#), ayyb

Eich hawliau dan GDPR

Mae gan ddisgyblion hawliau penodol o dan y Ddeddf Diogelu Data, gan gynnwys hawl gyffredinol i gael gweld data personol a gedwir amdanynt gan unrhyw "reolydd data". Rhagdybir, erbyn bod plant yn 12 mlwydd oed, eu bod yn ddigon aeddfed i ddeall eu hawliau ac i gyflwyno cais eu hunain i weld yr wybodaeth, os ydynt yn dymuno gwneud hynny. Fel arfer, os yw'r plentyn yn iau, disgwylir i riant wneud cais ar ran y plentyn.

Mae gennych yr hawl i:

- Gael mynediad i'r wybodaeth bersonol y mae'r ysgol a'r Awdurdod Lleol yn ei phrosesu amdanoch;
- Ofyn i'r ysgolion neu'r Awdurdod Lleol gywiro anghywirdebau yn y wybodaeth honno;
- Yr hawl (o dan rai amgylchiadau) i wrthwynebu prosesu am resymau sy'n ymwneud â'ch sefyllfa benodol chi
- Yr hawl i gyfyngu ar brosesu (o dan rai amgylchiadau)
- Gyflwyno cwyn i'r comisiynydd gwybodaeth, sef y rheolydd annibynnol ar gyfer diogelu data.

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Am ragor o wybodaeth am y wybodaeth a ddelir gan yr ysgol a'r Awdurdod Lleol, a sut y caiff ei defnyddio, neu os ydych chi'n dymuno ymarfer eich hawliau dan y GDPR, gweler y manylion cyswllt isod:

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Ffordd Pentraeth
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I gysylltu â Swyddfa'r Comisiynydd Gwybodaeth, gweler y manylion isod:
Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Llinell gymorth: 0330 414 6421 (llinell gymorth Cymru) neu 0303 123 1113 (llinell gymorth y DU)
E-bost: wales@ico.org.uk
Gwefan: www.ico.org.uk

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Ysgol David Hughes Privacy Notice

In order to comply with the General Data Protection Regulation (GDPR) that came into force on the 25th of May 2018, this Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Government, **ISLE OF ANGLESEY COUNTY COUNCIL** (Local Education Authority) and **YSGOL DAVID HUGHES**.

Schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed.

Ysgol David Hughes is the *data controller* for the purposes of data protection law.

The Collection of Personal Information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

Why we collect and use this information

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows.

The **School** processes the information it collects to administer the education it provides to pupils. For example:

- * the provision of educational services to individuals.
- * monitoring and reporting on pupils' educational progress.
- * the provision of welfare, pastoral care and health services.
- * the giving of support and guidance to pupils, their parents and legal guardians.
- * to comply with a legal obligation regarding sharing information
- * to share information for statutory investigation and audits purposes
- * the organisation of educational events and trips.
- planning and management of the school.

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Personal Information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, pupil identifiers and contact details for parents and guardians.
- information on performance in internal and national assessments and examinations.
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses).
- details about pupils' immigration status (this is used only to prepare summary statistical analyses).
- medical information needed to keep pupils safe while in the care of the school.
- information on attendance and any disciplinary action taken.
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.
- pupil profile picture on school account and file for identification, medical/allergies lists purposes, doors entry pass (lanyard) only.
- CCTV images captured in school for the purposes of public safety and detection of crime only.

Legal basis for using this information

We collect and use personal data in order to meet legal requirements and legitimate interests as set out in the General Data Protection Regulation (GDPR) and Data Protection Act 2018, including those in relation to the following:

- Article 6 and Article 9 of the GDPR;
- Education (Wales) Act 2014;
- The Pupil Information (Wales) Regulations 2011.

Collecting information about pupils

Whilst the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

To comply with data protection law, we make it clear whether providing information is mandatory or optional.

Storing information about pupils

We keep personal information about pupils for various time periods, according to the information itself.

We will dispose the information securely in line with the Local Authority's retention schedules.

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Sharing Information

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may also 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, eg Examination Boards, National Tests (WG), PISA Tests (NFER), Post-16 Consortium, Careers Wales, Estyn, Coleg Menai, GWE, HWB, Cynnal, Local Authority (Exclusions/TRAC/Inclusion Programme Pecyn 25), UCAS, EMA (SLC), other Schools, Universities, etc;
- bodies doing research for the Welsh Government, LA and schools, so long as steps are taken to keep the information secure, eg CYNNAL, PLASC, DEWi, FFYNNON (LC), Gweriniaith, Post-16 Consortium, GWE, HWB;
- central and local government for the planning and provision of educational services, eg CAPITA, CYNNAL, LRS, DEWi, FFYNNON (WG), GWE, HWB;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils, eg SOCIAL SERVICES, HEALTH SERVICES, CAMHS, YOUNG CARERS etc;
- 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, eg INTERNAL AUDITORS, ESTYN, POLICE, COURTS, TRIBUNALS, etc
- Contracted Service Providers and Suppliers to enable them to fulfil contact/service, eg Caterlink, Cunninghams, Schoolcomms, Show my Homework, Parents' Evening On-line Appointments System, GSCEPod, HWB, Strobe, etc.

Your rights under GDPR

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any "data controller". The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request of child's behalf if the child is younger.

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.

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

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To contact the Information Commissioner's Office, please see details below:
Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone helpline: 0330 414 6421 (Wales helpline) or 0303 123 1113 (UK helpline)
E-mail: wales@ico.org.uk
Website: www.ico.org.uk