

# Ffederasiwn Cwrt Henri, Ffairfach a Talylychau

Pennaeth / Head teacher – Mrs Sian Davies  
Penaethiaid Cynorthwyol / Assistant Head teachers  
Mrs L Williams / Mrs A Morgan / Miss A Walker



## Rhybudd Preifatrwydd Privacy Notice

Llofnod y Pennaeth *S. Davies*

Llofnod Cadeirydd y Corff Llywodraethol *M. Charles*

Adolygwyd – Medi 2024

# RHYBUDD PREIFATRWYDD

O fewn Ffederasiwn Cwrt Henri, Ffairfach a Talylychau rydyn yn rheolwyr data ar gyfer pwrpas y Ddeddf Amddiffyn data. Casglwn wybodaeth wrthoch chi and fe allwn dderbyn gwybodaeth amdanoch chi o ysgol flaenorol.

## Y sefydliadau / Rheolwyr Data

Ysgol Gynradd Cwrt Henri yw'r sefydliad ( adnabyddir fel “ Rheolwr Data) a gellir cysylltu yn y ffyrdd canlynol:

★ ☞ Cyfeiriad: Ysgol Gynradd Cwrt Henri, Cwrt Henri, Dryslwyn. SA32 8RX

★ ☞ Rhif ffôn: 01558 668588

★ ☞ Ebst: [admin@cwrtthenri.ysgolccc.cymru](mailto:admin@cwrtthenri.ysgolccc.cymru)

Ysgol Gynradd Ffairfach yw'r sefydliad ( adnabyddir fel “Rheolwr data”) a gellir cysylltu yn y ffyrdd canlynol:

★ ☞ Cyfeiriad: Ysgol Gynradd Ffairfach, Heol Bethlehem, Ffairfach, Llandeilo. SA19 6SY

★ ☞ Rhif ffôn: 01558 822 796

★ ☞ Ebst: [admin@ffairfach.ysgolccc.cymru](mailto:admin@ffairfach.ysgolccc.cymru)

Ysgol Gynradd Talylychau yw'r sefydliad ( adnabyddir fel “ Rheolwr Data) a gellir cysylltu yn y ffyrdd canlynol:

★ ☞ Cyfeiriad: Ysgol Gynradd Talylychau, Talylychau, Llandeilo. SA19 7YH

★ ☞ Rhif ffôn: 01558 685 356

★ ☞ Ebst: [admin@talley.ysgolccc.cymru](mailto:admin@talley.ysgolccc.cymru)

Dylai pob gohebiaeth gael ei gyfeirio at y Pennaeth – Mrs S Davies

## Swyddog Diogelu Data

Er mwyn cysylltu â'r swyddog diogelu data cysylltwch â [dpoysgol@sirgar.gov.uk](mailto:dpoysgol@sirgar.gov.uk) neu 01267 246 444.

## Categoriâu o wybodaeth disgyblion

Mae y categorïau gwybodaeth disgyblion yr ydyn yn casglu, dal a rhannu yn cynnwys:

- ★ ☞ **Gwybodaeth bersonol** - enw, rhif unigryw disgybl a chyfeiriad;
- ★ ☞ **Nodweddion** - such as ethnigrwydd, iaith, cenedligrwydd, gwlad genedigaeth a chymhwysedd am brydiau ysgol am ddim;
- ★ ☞ **Gwybodaeth Presenoldeb** – megis y sesiynau a fynychwyd, nifer o absenoldebau a rhesymau absenoldebau;
- ★ ☞ **Gwybodaeth cynnydd ac asesiadau** – asesiadau athro, canlyniadau profion, data perfformiad;
- ★ ☞ **Gwybodaeth meddygol** - alergeddau, anghenion dietegol, meddygyniaethau, materion iechyd;
- ★ ☞ **Gwybodaeth Anghenion Dysgu Ychwanegol ( ADY)** – hawl disgybl i gefnogaeth, Ymyrraeth Ysgol, Ymyrraeth Ysgol a Mwy, datganiad;
- ★ ☞ **Gwybodaeth Ymddygiad** – nifer o eithriadau;

## Pwrpas Casglu Data Personol

Rydyn yn defnyddio data disgyblion i;

- ★ ☞ gefnogi dysgu y disgybl
- ★ ☞ Monitor ac adrodd ar gynnydd disgyblion
- ★ ☞ cynnal systemau diogelu o fewn yr ysgol
- ★ ☞ darparu gofal bugeiliol pwrpasol o fewn yr ysgol
- ★ ☞ asesu safon ein gwasanaeth
- ★ ☞ Cydymffurfio gyda'r gyfraith ynglyn â rhannu data

## Sail gyfreithiol i ddefnyddio Data Personol

Rydyn yn caglu a defnyddio gwybodaeth disgyblion o dan dau prif sail o fewn sefydliad ysgol:

- ★ ☞ **Sail diddordeb cyhoeddus** – ble mae ysgol fel sefydliad cyhoeddus yn medru prosesu data i bwrpasau diddordeb cyhoeddus.
- ★ ☞ **Sail cydsyniad** – lle mae caniatâd wedi cael ei rhoi gan rhiant id data gael ei brosesu, yn enwedig

Ile mae categori arbennig o ddata yn y cwestiwn.

- ★ **Y Sail rhwymedigaeth gyfreithiol** – pan yn prosesu data angenrheidiol i gydymffurfio a'r gyfraith.

### **Casglu data disgyblion**

Tra bod yn rhanfwyaf o wybodaeth disgyblion i chi'n darparu yn orfodol, mae peth ohono yn cael ei ddarparu ar sail gwirfoddol. Er mwyn cydymffurfio gyda Rheoliad Diogelu Data Cyffredinol fe fyddwn yn eich hysbysebu os mae'n ofynnol i chi ddarparu gwybodaeth benodol i ni am ddisgybl enu os oes gennych ddewis yn hyn.

*Nodwch gall canlyniad o beidio ein darparu a gwybodaeth statudol effeithio ar gymhwysedd eich plentyn i fynychu'r ysgol.*

### **Storio a chadw data disgyblion**

Rydyn yn cadw data disgyblion am yr holl gyfnod maent yn ddisgybl yn ddisgybl yn holl ysgolion y Ffedeasiwn. Caiff holl ddogfennaeth ADY eu drosglwyddo yn ddiogel i'r ysgol Uwchrad / ysgol newydd. Caiff yr holl ddata arall eu gadw am 3 blynedd

### **Derbynwyr Data**

Rydyn yn rheolaidd yn rhannu gwybodaeth disgyblion gyda:

- ★ **Y Ysgolion** mae disgyblion yn mynychu ar ôl ein gadael ni
- ★ **Ein Awdurdod Lleol (Cyngor Sir Gâr)**
- ★ **Y Cynulliad Cenedlaethol (gov.cymru)**
- ★ **Y Nyrs Ysgol**
- ★ **Y Gwasanaethau Cymdeithasol**
- ★ **Y Bwrdd Iechyd**
- ★ **Y Heddlu (Cyswllt Ysgol)**

### **Pam i ni'n rhannu gwybodaeth disgyblion?**

Nid ydyn yn rhannu gwybodaeth am ein disgyblion gyda neb heb ganiatâd heblaw bod y gyfraith a'n polisiau yn gadael i ni wneud.

Rydyn yn rhannu data disgyblion gyda'r cynulliad ar sail statudol. Mae'r data yma yn chwarae rhan ar sut caiff yr ysgol ei gyllido ac er mwyn monitro cyrhaeddiad addysgiadol disgyblion.

Mae'n ofynnol i ni rhannu gwybodaeth am ein disgyblion gyda'r Awdurdod Addyg LLeol a'r adran Addysg a Sgiliau ( gov.cymru) o dan Rheoliadau Deddf Addysg ( Cymru) 2011, Rheoliadau gwybodaeth disgybl ( Cymru) 2011 a Rheoliadau Gwybodaeth Ysgol ( Cymru) 2011)

### **Lleoliad Daearyddol**

Ni gaiff eich gwybodeth ei ddefnyddio tu allan i ardal economaidd Ewrop.

### **Hawliau yr Unigolion**

O dan deddfwriaeth Diogelu Data, mae hawl gan rhieni a phlant wneud cais am fynediad i wybodaeth sydd gennym amdanynt. Er mwyn gwneud cais am eich gwybodaeth bersonol neu er mwyn rhoi mynediad i wybodaeth addysgiadol eich plenty bydd angen i chi gyflwyno 'Cais mynediad am wybodaeth' i'r Ysgol.

Gallwch hefyd dderbyn gwybodaeth ychwanegol wrth Swyddogion Diogelu Data trwy ebostio

[schooldpo@sirgar.gov.uk](mailto:schooldpo@sirgar.gov.uk)

Mae hefyd gennych yr hawl i:

- ★ **Yatal** i brosesu data personol a allai neu sydd yn achosi niwed neu drallod;
- ★ **Yatal** i brosesu ar gyfer pwrpas marchnata uniongyrchol ( ni fydd yr Ysgol byth yn gwneud hyn)
- ★ **Y gwrthwynebu** i benderfyniadau a wneir mewn modd awtomatig
- ★ **Y mewn rhai amgylchiadau certain circumstances**, cael data personol anghywir wedi ei gywiro, blocio, dileu neu dinistrio;
- ★ **Y tynnu'n ol** gwybodaeth os yw'r sial gyfreithiol yn cael ei ddefnyddio;
- ★ **Y Hawlio iawndal** ar gyfer difrod a achoswyd trwy dorri rheoliadau Diogelu Data.

Os oes gennych bryder/cwyn am y ffordd yr ydym yn ei reoli neu'n defnyddio eich data personol, gofynnwn i chi godi eich pryder gyda ni yn y lle cyntaf. Neu gallwch gysylltu â Swyddfa'r Comisiynwyr Gwybodaeth yn <https://ico.org.uk/concerns/>

### **Comisiynydd Gwybodaeth**

Os oes gennych bryder/cwyn am y ffordd yr ydym yn ei reoli neu'n defnyddio eich data personol, gofynnwn i chi godi eich pryder gyda ni yn y lle cyntaf. Neu gallwch gysylltu â Swyddfa'r Comisiynwyr Gwybodaeth yn <https://ico.org.uk/concerns/>

### **Gofynion statudol**

Fel ysgol rydym yn cael ein llywodraethu gan Adran Addysg Gymraeg llywodraeth Cymru. Mae'n ofynnol inni fodloni nifer o reoliadau statudol sy'n cynnwys gwybodaeth eich plentyn gan gynnwys;

- Deddf Addysg (Cymru) 2014
- Rheoliadau Addysg (Adroddiad Penaethiaid i Rieni) (Cymru) 2011
- Rheoliadau Addysg (Gwybodaeth am Ddisgyblion) (Cymru) 2011
- Rheoliad Addysg (Gwybodaeth am Ysgolion) (Cymru) 2011
- Rheoliadau Addysg (Targedau Perfformiad Ysgolion ac Absenoldeb) (Cymru)

## **PRIVACY NOTICE**

Within The Federation of Cwrt Henri, Ffairfach and Talley schools we are the Data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school.

### **The Organisations /Data Controllers**

Cwrt Henri primary school is the organisation (known as the 'Data Controller') and can be contacted using the following methods:

- ★ ☎ Address: Cwrt Henri school, Cwrt Henri, Dryslwyn. SA32 8RX
- ★ ☎ Telephone: 01558 668 588
- ★ ☎ Email: [admin@cwrtthenri.ysgolccc.cymru](mailto:admin@cwrtthenri.ysgolccc.cymru)

Ffairfach primary school is the organisation (known as the 'Data Controller') and can be contacted using the following methods:

- ★ ☎ Address: Ffairfach school, Bethlehem road, Ffairfach. SA19 6SY
- ★ ☎ Telephone: 01558 822 796
- ★ ☎ Email: [admin@ffairfach.ysgolccc.cymru](mailto:admin@ffairfach.ysgolccc.cymru)

Talley primary school is the organisation (known as the 'Data Controller') and can be contacted using the following methods:

- ★ ☎ Address: Talley primary school, Talley, Llandeilo. SA19 7YH
- ★ ☎ Telephone: 01558 685 356
- ★ ☎ Email: [admin@talley.ysgolccc.cymru](mailto:admin@talley.ysgolccc.cymru)

All correspondence should be addressed to the Head Teacher – Mrs S Davies

### **Data Protection Officer**

To get in touch with a Data Protection Officer please contact: [schooldpo@ Carmarthenshire.gov.uk](mailto:schooldpo@ Carmarthenshire.gov.uk) or 01267 246444.

### **Categories of Pupil Information**

The categories of Pupil information that we collect, hold and share include:

- ★ ☎ **Personal information** - such as name, unique pupil number and address;
- ★ ☎ **Characteristics** - such as ethnicity, language, nationality, country of birth and free school meal eligibility;
- ★ ☎ **Attendance Information** - such as sessions attended, number of absences and absence reasons;
- ★ ☎ **Assessment and Progress Information** - such as teacher assessments, test outcomes, performance data;
- ★ ☎ **Medical Information** - such as allergies, dietary needs, medications, health issues
- ★ ☎ **Additional Learning Needs (ALN) Information** - such as a pupils entitlement to support, School Action, School Action +, Statement;

- ★ ☹ **Behavioural Information** – such as exclusions

#### **The purpose for Collecting Personal Data**

We use the Pupil data to;

- ★ ☹ Support pupil learning
- ★ ☹ Monitor and report on pupil progress
- ★ ☹ Maintain the safeguarding of pupils at school
- ★ ☹ Provide appropriate pastoral care
- ★ ☹ Assess the quality of our services
- ★ ☹ Comply with the law regarding data sharing

#### **The legal Basis for using Personal Data**

We collect and use pupil information under two main bases within the school setting;

- ★ ☹ **Basis of Public Interest** – where the school, as a Public Body, is able to process data for Public Interest purposes.
- ★ ☹ **Basis of Consent** – where permission is given by a Parent for data to be processed, particularly where special category data is concerned.
- ★ ☹ **Basis of Legal Obligation** – where processing of data is necessary for us to comply with the law

### **Collecting Pupil Information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

*Please note that a consequence of not providing us with certain statutory personal information may affect your child's eligibility to attend the school.*

### **Storing and Retention of Pupil Data**

We hold pupil data for the entire time that a pupil is with us at the three schools within the Federation. All ALN documentation is transferred securely to secondary / new school. All other data is kept on record for 3 years.

### **Recipients of Data**

We routinely share pupil information with:

- ★  Schools that the pupil's attend after leaving us;
- ★  Our Local Authority (Carmarthenshire County Council)
- ★  The Department for Education (gov.wales)
- ★  School Nurse
- ★  Social Services
- ★  NHS
- ★  Police (School Liaison Officer)

### **Why we share Pupil Information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our pupils with our Local Authority (LA) and the Department for Education and Skills (gov.wales) under The Education (Wales) Regulations 2011, The Pupil Information (Wales) Regulations 2011 and The School Information (Wales) Regulation 2011.

### **Geographic Location**

Your information will not be used outside of the European Economic Area.

### **Rights of the Individual**

Under Data Protection legislation, Parents and Pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational information, you will need to submit a 'Subject Access Request' from to the school.

Likewise for further information you can contact the Data Protection Officer via email

[schooldpo@carthenshire.gov.uk](mailto:schooldpo@carthenshire.gov.uk).

You also have the right to;

- ★  Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- ★  Prevent processing for the purpose of direct marketing (which will never be done by the school);
- ★  Object to decisions being taken by automated means
- ★  In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- ★  Withdraw information if it is the legal basis being used
- ★  Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern/complaint about the way we are controlling or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioners Office at <https://ico.org.uk/concerns/>

#### **Information Commissioner**

If you have a concern/complaint about the way we are controlling or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioners Office at <https://ico.org.uk/concerns/>

#### **Statutory Requirements**

As a school we are governed by the Welsh Education Department of the Welsh government. We are required to meet a number of statutory regulations which involve your child's information including;

- ★ ⚡ Education (Wales) Act 2014
- ★ ⚡ The Education (Head Teachers Report to Parents) (Wales) Regulations 2011
- ★ ⚡ The Education (Pupil Information) (Wales) Regulations 2011
- ★ ⚡ The Education (School Information) (Wales) Regulation 2011
- ★ ⚡ The Education (School Performance and Absence Targets) (Wales) Regulations