

Privacy Notice

At Oak Field Primary School, we are committed to protecting the privacy and security of our pupils, parents, staff, and all visitors to our website. This notice explains how we collect, use, store, and share personal data, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Oak Field Primary School is the data controller for the personal information we collect and use. Our contact details are:

Oak Field Primary School

Amroth Court, Barry, CF62 9DU

Tel: 01446 744606

Email: oakfieldps@valofglamorgan.gov.uk

2. What Information We Collect

We may collect and process the following types of personal data:

- Pupil information (e.g. name, date of birth, medical needs, assessment data)
- Parent/carers contact details (e.g. name, email, phone number, address)
- Staff employment data
- Visitor and website user information (e.g. IP address, browser data via cookies)
- Images and videos for educational or promotional purposes

3. How We Use Your Information

We use personal data for purposes including:

- Supporting pupil learning and safeguarding
- Managing school admissions and attendance

- Communicating with parents and carers
- Ensuring the smooth running of the school
- Monitoring and improving our website
- Complying with legal and regulatory obligations

4. Lawful Basis for Processing

We only collect and use personal data when we have a lawful basis to do so, such as:

- Legal obligation (e.g. safeguarding, statutory returns)
- Public task (e.g. providing education)
- Consent (e.g. for photos or certain communications)
- Legitimate interests (e.g. website functionality)

5. Data Sharing

We may share personal data with:

- The Local Authority
- The Welsh Government
- Estyn
- Healthcare providers (e.g. NHS services)
- Education support services (e.g. software providers, external consultants)
- Law enforcement or safeguarding bodies, where necessary

We ensure all third parties comply with data protection laws and keep data secure.

6. How We Store Your Data

Personal data is stored securely using both electronic and paper-based systems. We retain data only for as long as necessary in line with our legal obligations.

7. Your Data Protection Rights

You have the right to:

- Access the personal data we hold about you or your child
- Request correction or deletion of inaccurate data
- Object to or restrict certain processing
- Withdraw consent where given
- Lodge a complaint with the Information Commissioner's Office (ICO)

8. Cookies and Website Data

Our website uses cookies to enhance user experience and collect anonymous data for analytics. You can adjust your browser settings to refuse cookies or alert you when cookies are being used.

9. Contact Us

If you have any questions or concerns about how we use your data, please contact the school office.