Protocol Trin Data | Data Use Protocol

June 2023

How we use your information

The proper handling of personal information by e-sgol is very important to the delivery of our services and maintaining due diligence and professionalism. e-sgol is the data controller of the personal information that other schools and establishments provide us. This means e-sgol determines the purposes for which, and the manner in which, any personal data relating to students and staff is to be processed.

Personal data is any information that relates to a person who can be directly or indirectly identified from the information.

Compliance with this document will assist e-sgol in meeting the requirements of the European General Data Protection Regulation (GDPR) and the accompanying Data Protection Act 2018 (DPA).

The purposes for which we use personal data

e-sgol uses the information received for the purposes below:

- To provide learners with access to learning opportunities, including access to Hwb, the National Digital Learning Platform,
- To share information that will support the students with their course,
- To identify trends that will support the growth of e-sgol – including Carlam Cymru and Ymlaen Gyda'r Dysgu,
- To report and evaluate e-sgol's effectiveness.

No data will ever be published that would identify individual students

What type of information do we collect and use?

- Name,
- Address,
- Date of Birth,
- Gender,
- E-mail address,
- School,
- Assessment records,
- Attendance records,
- Images,
- Lesson recordings.

Do we use information received from other sources?

The majority of the personal information we receive is sourced from other stakeholders, these include;

- Students (e-sgol Pupil Agreement Form 2022-23)
- Schools,
- Teachers,

- Relevant local authorities,
- Parents.

The following types of personal data may be obtained to support e-sgol's evaluation processes;

- Assessments / Test results,
- GCSE, AS, A Level results or equivalent,
- Information on attendance.

Who has access to your information?

The personal information collected may be shared with the following recipients, depending on your circumstances:

- Welsh Government,
- Relevant local authority and associated schools,
- Seren Network.

e-sgol will only provide data to another organisation for a specific purpose. Any analyses/evaluation must follow Welsh Government disclosure rules to ensure that individual students cannot be identified.

How long will we keep your information?

e-sgol will keep the students information until the student's 25th birthday or for the duration of the criteria which underpin the statutory regulation. After this point the data will be anonymised in line with best practices and only used for statistical and research purposes.

Hwb arrangements

We encourage that all e-sgol courses are facilitated and hosted though Hwb, the National Digital Learning Platform. Hwb is operated by the Welsh Government and has its own privacy notice that sets out how they collect and use personal information when visiting their website. Click **here** to access Hwb's privacy notice and how they manage your rights to the personal information held about your students.

Your rights under the Data Protection Act (2018) and GDPR

You have the right to:

- Obtain access to the personal data that the school is processing about you;
- Have any inaccurate or incomplete information corrected;
- Withdraw your consent to processing, where this is the only basis for the processing;
- Make a complaint to the Information Commissioner's Office (ICO), the independent body in the UK which protects information rights.

In some circumstances, you may have the right to:

- Object to the processing of your personal information,
- The erasure of your personal data,
- Restrict the processing of your personal information,
- Data portability (which gives you the right to receive personal data you have provided to the school in a structured, commonly used and machine readable format).