

Radyr Comprehensive School
Ysgol Gyfun Radur
Respect ♦ Commitment ♦ Success

Privacy Notice

REVIEWED: December 2025
NEXT REVIEW: December 2028

SIGNED:



Dr D S (Chair of Governors)



Mr A D Williams (Headteacher)

DATE:



INTRODUCTION

In order to deliver our statutory functions as a school, it is necessary for us to collect and use (or 'process') personal data about individuals' including our current, past and prospective pupils and their parents, carers, guardians (referred to in the notice as 'parents') and any emergency contacts. Transparency is very important to us, and we aim to be open, honest, and upfront with individuals about how we use their personal data. We believe that if individuals are well informed and know from the outset what personal data we hold about them, how it will be used, for what purpose and who it may be shared with, individuals will be more confident that their personal data is being used in the right way and their privacy protected.

This privacy notice seeks to explain and provide information, at a high-level, relating to how the school generally processes personal data. Specifically, it provides information relating to;

- The 'data controller' of the personal data processed by the school
- How to contact us in relation to a data protection matter or concern
- The Data Protection Officer and how they can be contacted
- The categories of personal data we process
- The categories of individuals whose personal data we process
- Why we process the personal data
- Our lawful basis for processing the personal data
- Who and where we get the personal data from
- The categories of organisations we share the personal data with
- How long we retain the personal data
- Your data protection rights and your right to raise a complaint with the ICO

THE DATA CONTROLLER

The school is the data controller for the personal data we process, unless otherwise stated. This includes the personal data processed by the Governing Body, head teacher, individual governors, teachers, teaching assistants and support staff etc.

The school is registered with the ICO as a controller under registration number: Z9486132

THE DATA PROTECTION OFFICER

Cardiff Council provides a data protection support service to the school under a Service Level Agreement, including the provision of a Data Protection Officer (DPO).

The DPO can be contacted in relation to data protection matters. However, we encourage you to contact the school in the first instance. Should you have the need to contact the Data Protection Officer directly you can do so via email to the following email address; Dataprotectionschools@cardiff.gov.uk

We recommend, when contacting the DPO, that you send a copy of the correspondence to the school as the data controller.