



YSGOL LLAN-Y-PWLL

POLISI GWARCHOD DATA YSGOL

**SCHOOL DATA PROTECTION
POLICY**

Dyddiad wedi ei Gymeradwyo gan y Corff Llywodraethol Date Approved By Governing Body	28/4/2022
Dyddiad Adolygu Review Date	28/4/2025
Arwyddwyd (Cadeirydd y Corff Llywodraethol) (Chair of Governors)	
Arwyddwyd (Pennaeth) Signed (Headteacher)	

<p>1 Cyflwyniad</p> <p>(1) Mae Deddf Diogelu Data 2018, sy'n ymgorffori Rheoliad Diogelu Data Cyffredinol yr UE (GDPR), yn rhoi cyfrifoldebau cyfreithiol ar sefydliadau sy'n casglu a defnyddio gwybodaeth bersonol ac yn rhoi hawliau mynediad penodol i unigolion. Mae'r Ddeddf yn cynnwys gwybodaeth sydd wedi'i strwythuro, gan gynnwys data a brosesir yn awtomatig gan gyfrifiadur, a gwybodaeth sy'n cael ei chofnodi fel rhan o system ffeilio berthnasol. Mae gofynion llym yn y Ddeddf mewn perthynas â phrosesu categorïau arbennig o ddata personol. Gellir cadw gwybodaeth mewn unrhyw fformat ee systemau cyfrifiadurol, cofnodion papur, TCC. Diffinnir 'gwybodaeth bersonol', 'data personol categori arbennig', 'prosesu' a 'system ffeilio berthnasol' yn Atodiad A.</p> <p>(2) Wrth gyflawni ei fusnes, mae angen i Ysgol Llan-y-pwll gasglu a defnyddio rhai mathau o wybodaeth am bobl fel gweithwyr, cleientiaid, disgyblion ysgol, cwsmeriaid a chyflenwyr, ac mae'n ddarostyngedig i'r Ddeddf. Mae'r ddogfen bolisi hon yn nodi bwriadau'r Ysgol i gyflawni ei rwymedigaethau o dan y Ddeddf a'r</p>	<p>1 Introduction</p> <p>(1) The Data Protection Act 2018, incorporating the EU General Data Protection Regulation (GDPR), places legal responsibilities on organisations who collect and use personal information and gives individuals certain rights of access. The Act covers information that is structured, including data processed automatically by computer, and information which is recorded as part of a relevant filing system. There are stricter requirements in the Act in respect of processing special categories of personal data. Information can be held in any format e.g. computer systems, paper records, CCTV. 'Personal information', 'special category personal data', 'processing' and 'relevant filing system' are defined in Appendix A.</p> <p>(2) In the course of carrying out its business, Ysgol Llan-y-pwll needs to collect and use certain types of information about people such as, employees, clients, school pupils, customers and suppliers, and is subject to the Act. This policy document sets out the School's intentions to fulfil its obligations under the Act and the</p>
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<p>trefniadau y mae wedi eu rhoi ar waith i gydymffurfio ag ef.</p>	<p>arrangements it has put in place to comply with it.</p>
<p>2 Cyfrifoldeb am y Ddeddf</p> <p>Mae'r Ysgol yn ymrwymedig i sicrhau bod yr holl staff yn cydymffurfio â'r Ddeddf.</p>	<p>2 Responsibility for the Act</p> <p>The School is committed to ensuring that all staff comply with the Act.</p>
<p>3 Cadw at saith egwyddor y Ddeddf</p> <p>(1) Bydd <i>Ysgol Llan-y-pwll</i> yn casglu ac yn defnyddio gwybodaeth bersonol yn unol â saith egwyddor y Ddeddf sy'n mynnu bod:</p> <p>(a) Rhaid prosesu data personol yn deg, yn gyfreithlon a chyda thryloywder.</p> <p>(b) Dim ond at ddibenion penodol a chyfreithlon y dylid caffael data personol, ac ni chaiff ei brosesu ymhellach mewn unrhyw fodd sy'n anghydnaws â'r diben hwnnw neu'r dibenion hynny. ('Cyfyngiad diben')</p> <p>(c) Dylai data personol a gedwir at unrhyw ddiben fod yn ddigonol, yn berthnasol ac yn gyfyngedig i'r hyn sy'n angenrheidiol mewn perthynas â'r dibenion y caiff ei brosesu. ('Lleihau data')</p> <p>(d) Bydd data personol yn gywir a, lle bo'n berthnasol, yn cael ei</p>	<p>3 Adhering to the seven principles of the Act</p> <p>(1) <i>Ysgol Llan-y-pwll</i> will collect and use personal information in accordance with the seven principles of the Act which require that:</p> <p>(a) Personal data shall be processed fairly, lawfully and with transparency.</p> <p>(b) Personal data shall be obtained only for specified and legitimate purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes. ('Purpose limitation')</p> <p>(c) Personal data held for any purpose should be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed. ('Data minimisation')</p> <p>(d) Personal data shall be accurate and, where relevant, kept</p>

<p>ddiweddaru. Cymerir pob cam rhesymol i sicrhau bod data personol anghywir yn cael ei ddileu neu ei gywiro'n ddi-oed. ('Cywirdeb')</p> <p>(e) Dylid cadw data personol mewn ffurf sy'n caniatáu i wrthrych y data gael ei adnabod am ddim hirach nag sydd ei angen ar gyfer prosesu'r data. (cyfyngiadau storio)</p> <p>(f) Rhaid prosesu data personol mewn modd sy'n sicrhau ei ddiogelwch (uniondeb a chyfrinachedd)</p> <p>(g) Bydd yr ysgol yn gyfrifol am gydymffurfio â'r ddeddfwriaeth ddiweddaraf, a bydd yn rhoi mesurau technegol a threfniadol priodol ar waith i sicrhau cydymffurfiaeth ('atebolrwydd').</p> <p>(2) Bydd yr Ysgol hefyd:</p> <p>(a) yn sicrhau bod yr holl staff yn derbyn hyfforddiant ac arweiniad fel eu bod yn deall eu bod yn gyfrifol trwy gontract am gydymffurfio â'r gyfraith a gwybod sut i brosesu gwybodaeth yn unol â'r saith egwyddor.</p>	<p>updated. Every reasonable step will be made to ensure that inaccurate personal data is erased or rectified without delay. ('Accuracy')</p> <p>(e) Personal data should be kept in a form that permits the data subject to be identified for no longer than is necessary for processing. (storage limitation)</p> <p>(f) Personal data must be processed in a manner that ensures its security (integrity and confidentiality)</p> <p>(g) The school will be responsible for complying with the latest legislation, and will put in place appropriate technical and organisational measures to ensure compliance ('accountability').</p> <p>(2) The School will also:</p> <p>(a) ensure that all staff receive training and guidance so that they understand that they are contractually responsible for complying with the law and know how to process information in accordance with the seven principles.</p>
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(b) yn rhoi gweithdrefnau ar waith ar gyfer cydymffurfio â'r saith egwyddor

(c) yn sicrhau bod unigolion yn cael gwybod am y dibenion o bâm y defnyddir eu data ac y gofynnir eu caniatâd ar gyfer y fath ddefnydd, lle bo'r Ddeddf yn gofyn am hynny.

4 **Hawliau Unigolion**

Bydd *Ysgol Llan-y-pwll* yn sicrhau bod unigolion yn gallu arfer eu hawliau a ddisgrifir yn y Ddeddf, gan gynnwys hawl gwrthrych y testun i wybodaeth bersonol; yr hawl i atal prosesu gwybodaeth bersonol mewn rhai amgylchiadau, gan gynnwys at ddibenion marchnata uniongyrchol; a'r hawl i unioni, blocio, dileu neu ddinistrio gwybodaeth anghywir.

A **Mynediad y gwrthrych**

(1) Mae Erthygl 15 o'r GDPR yn rhoi'r hawl i unigolion gael gwybod gan Reolwyr Data (y rhai sy'n gyfrifol am gasglu'r wybodaeth):

(a) a ydynt yn prosesu gwybodaeth amdanynt (y gwrthrych),

(b) i gael disgrifiad o'r wybodaeth y maent yn ei brosesu.

(b) put in place procedures for complying with the seven principles

(c) ensure that individuals are informed of the purposes for which their data will be used and that consent is sought for such use, where required by the Act.

4 **Individuals' Rights**

Ysgol Llan-y-pwll will ensure that individuals' can exercise their rights described in the Act, including the right of subject access to personal information; the right to prevent processing personal information in certain circumstances, including for purposes of direct marketing; and a right to rectify, block, erase or destroy inaccurate information.

A **Subject Access**

(1) Article 15 of the GDPR provides the right for individuals to be told by Data Controllers (those responsible for the collection of the information):

(a) whether they process information about them (the subject),

(b) to be given a description of the information that they process.

(c) i gael gwybod wrth bwy y datgelir yr wybodaeth,

(d) a chael copïau o'r wybodaeth wedi'i ddarparu iddynt mewn ffurf y gallant ei ddeall.

(2) Bydd *Ysgol Llan-y-pwll* yn cyflenwi'r wybodaeth hon os gwneir cais - nid oes raid gwneud y cais yn ysgrifenedig, a gellir ei wneud ar lafar. Bydd yr wybodaeth y gofynnir amdani, a'r camau a gymerwyd mewn perthynas â'r cais, yn cael eu darparu yn rhad ac am ddim, oni bai fod y cais yn gais gormodol neu ddi-sail, ac os felly, gall yr ysgol godi ffi resymol. Bydd yr Ysgol yn ymateb i geisiadau o'r fath o fewn un mis calendr o'i dderbyn, er y gellir ymestyn yr amserlen hon os ystyrir bod cais yn ormodol.

(3) Bydd yr Ysgol yn darparu'r wybodaeth mewn fformat parhaol sy'n ddealladwy i'r ymgeisydd. Os yw'r unigolyn yn gwneud cais yn electronig, dylid darparu'r wybodaeth mewn fformat electronig a ddefnyddir yn gyffredin, oni bai fod yr unigolyn yn gofyn fel arall.

(4) Gellir atal datgelu gwybodaeth bersonol i'r ymgeisydd os yw'n dod dan unrhyw rai o'r eithriadau a ddisgrifir yn y Ddeddf Diogelu Data ac is-deddfwriaethau.

(c) to be told to whom the information is disclosed,

(d) and to have copies of such information provided to them in a form that they can understand.

(2) *Ysgol Llan-y-pwll* will supply this information if a request is made - the request does not have to be made in writing, and can be made verbally. The information requested, and the actions taken in relation to the request, will be provided free of charge, unless the request involves an excessive or manifestly unfounded request, in which case the school may charge a reasonable fee. The School will respond to such requests within one calendar month of receipt, although this timescale can be extended if a request is deemed as excessive.

(3) The School will provide the information in a permanent format that is understandable to the applicant. If the individual makes a request electronically, the information should be provided in a commonly used electronic format, unless the individual requests otherwise.

(4) Personal information may be withheld from disclosure to the applicant if it falls under any of the exemptions described in the Data Protection Act and subordinate legislation.

(5) Bydd y Pennaeth yn gyfrifol am gydlynu ceisiadau gan unigolion i weld gwybodaeth amdanynt eu hunain.

B Yr hawl i atal prosesu gwybodaeth bersonol mewn rhai amgylchiadau, gan gynnwys at ddibenion marchnata uniongyrchol

Bydd yr Ysgol yn cydymffurfio â hawliau unigolion dan ddeddfwriaeth Diogelu Data. Er enghraifft, ni fydd yr Ysgol yn defnyddio gwybodaeth bersonol at ddibenion marchnata lle mae'r person y mae'n cyfeirio ato wedi gofyn i'r Ysgol beidio â'i defnyddio at y dibenion hynny.

C Yr hawl i unioni, blocio, dileu neu ddinistrio gwybodaeth anghywir

Bydd yr Ysgol yn cydymffurfio â chyfrifoldebau i ddiwygio unrhyw ddata anghywir y mae'n ei chadw am unigolyn, yn unol â deddfwriaeth Diogelu Data.

5 Cwynion

Y Corff Llywodraethol fydd yn delio ag unrhyw gwynion am y ffordd y mae'r Ysgol yn ymdrin â gwybodaeth bersonol, a bydd yn trefnu ymchwiliad i'r mater. Os yw'r achwynydd yn anfodlon â chanlyniad yr ymchwiliad gan yr ysgol, fe allant gwyno'n uniongyrchol i'r Comisiynydd Gwybodaeth. Gellir cyflwyno apeliadau yn erbyn

(5) The Headteacher will be responsible for the co-ordination of subject access requests.

B The right to prevent processing personal information in certain circumstances, including for purposes of direct marketing

The School will comply with the rights of individuals under Data Protection legislation. For example, the School will not use personal information for marketing purposes where the person it refers to has asked the School not to use it for such purposes.

C The right to rectify, block, erase or destroy inaccurate information

The School will comply with responsibilities to amend any inaccurate data it holds about an individual, pursuant to Data Protection legislation.

5 Complaints

Any complaints about the way in which the School deals with personal information will be dealt with by the Governing Body who will arrange for the matter to be investigated. If the complainant is dissatisfied with the outcome of the investigation by the school, they may complain directly to the Information Commissioner. Appeals against the decision of

penderfyniad y Comisiynydd Gwybodaeth i'r Tribiwnlys Gwybodaeth.

Manylion cyswllt:

Comisiynydd Gwybodaeth - Cymru
Yr 2il Lawr, Tŷ Churchill
Ffordd Churchill
Caerdydd
CF10 2HH

Ffôn: 0330 414 6421

www.ico.org.uk

Atodiad A

Diffiniadau

"Gwybodaeth bersonol" neu "ddata personol" yw'r hyn sy'n effeithio ar breifatrwydd unigolyn, boed yn ei fywyd personol neu deuluol, yn ei fusnes neu ei allu proffesiynol. Mae'n wybodaeth a fydd â'r unigolyn fel ei ffocws. Mae'n annhebygol y bydd enw unigolyn yn ddata personol lle nad yw'n gysylltiedig ag unrhyw wybodaeth bersonol arall. Os caiff ei chysylltu â gwybodaeth arall amdano ef / hi e.e. ei gyfeiriad ef / hi neu'r rhif ffôn, mae'n debygol y bydd yn wybodaeth bersonol. Mae gwybodaeth am hanes meddygol, cofnodion mynediad adeiladu, neu ddata mewn ffurflenni cofrestru i gyd yn enghreifftiau o wybodaeth bersonol. Gall gwybodaeth bersonol gynnwys unrhyw fynegiant barn am yr unigolyn hefyd. Gwybodaeth sydd â rhywbeth arall fel ei ffocws e.e. ni fydd arolwg eiddo yn wybodaeth bersonol. Nid

the Information Commissioner can be made to the Information Tribunal.

Contact details:

Information Commissioner's Office - Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Tel: 0330 414 6421

www.ico.org.uk

Appendix A

Definitions

"Personal information" or "personal data" is that which affects a person's privacy, whether in his/her personal or family life, business or professional capacity. It is information which will have the individual as its focus. An individual's name is unlikely to be personal data where it is not associated with any other personal information. If it is coupled with other information about him/her e.g. his/her address or phone number, it is likely to be personal information. Information about medical history, building entry records, or data in registration forms are all examples of personal information. Personal information may also include any expression of opinion about the individual. Information which has something else as its focus e.g. a property survey will not be personal information. The mere fact that a person is mentioned in a

yw'r ffaith bod person yn cael ei grybwyll mewn dogfen yn unig yn golygu mai gwybodaeth bersonol ydyw.

Mae "Data Personol Categori Arbennig" yn golygu gwybodaeth am berson sy'n ymwneud â'u tarddiad ethnig neu hiliol, barn wleidyddol, credoau crefyddol, aelodaeth undeb llafur, iechyd corfforol neu feddyliol, bywyd rhywiol a chofnodion troseddol.

Mae "Prosesu", mewn perthynas â gwybodaeth neu ddata, yn golygu cael, cofnodi, dal neu ddefnyddio'r wybodaeth. Byddai defnyddio'r wybodaeth yn cynnwys, ei newid, ei adfer neu ei ymgynghori, ei datgelu trwy ei gwneud ar gael i eraill, neu ei ddinistrio.

Mae "system ffeilio berthnasol" yn golygu set o wybodaeth wedi'i strwythuro, naill ai trwy gyfeirio at unigolion, neu drwy gyfeirio at feini prawf sy'n ymwneud ag unigolion, fel bod gwybodaeth benodol am unigolion yn hawdd i'w gael.

document does not mean that it is personal information.

"Special Category Personal Data" means information about a person relating to their ethnic or racial origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, and criminal records.

"Processing", in relation to information or data, means obtaining, recording, holding or using the information. Using the information would include, altering it, retrieving or consulting it, disclosing it by making it available to others, or destroying it.

"Relevant filing system" means a set of information structured, either by reference to individuals, or by reference to criteria relating to individuals, so that specific information about individuals is readily accessible.