

# Privacy notice for learners in primary school

## Who are we?

We are Estyn. We visit schools in Wales to check how good they are and make sure everyone gets the best learning experience.

## What is this leaflet about?

This leaflet tells you what we do with any personal information we collect about you when we visit your school and how we keep it safe.

## What is personal information?

Personal information is information about you. This could be your name, your age, and what you think about your school.

## What information do we collect?

We might talk to you or ask you some questions about your school. You don't have to answer, but if you do, we'll use what you tell us to write about your school.

We may ask for things like:

- The name of your school.

- Your thoughts about your school.
- Your name (but you don't have to tell us this).
- The address of the computer that you use to answer questions.
- Whether you are a boy, girl, or neither describes you.
- Information about your health.

## Why do we collect this information?

We collect this information as it is part of our job to let people know how good your school is and how it can be even better.

## How do we keep your information safe?

We make sure your information is safe and keep it locked away on our computers.

## What do we do with your information?

We use your information to:

- Write reports about your school and how other children at your school feel about your school.
- Put your answers with other children's answers to see if other schools in Wales are like your school.

## Do we share your information with anyone else?

We won't share your personal information with anyone else unless you tell us that someone is being hurt or could get hurt. In that case, we might need to tell someone who can help.

We might share some things you tell us about your school with your teachers or other people, but we won't tell them it was you who said it. When we share this information with other people, they will make sure it is kept safe.

## How long do we keep your information?

If we write things down when we talk to you, we will put these notes in the bin after we leave your school.

We keep your answers to our questions on computers for 15 years before we get rid of them, but no one will know that you gave us those answers.

## Your rights about your personal information

- If you want to know what personal information we have, you or a trusted grown-up can ask us for a copy.
- If you want us to get rid of any personal information you gave us, you or a trusted grown-up can ask us to do that.
- You or a trusted grown-up can talk to us anytime if you're worried about what we're doing with your personal information.

## How to complain?

If you're worried about how we use your information, you or a trusted grown-up can email us at [enquiries@estyn.gov.wales](mailto:enquiries@estyn.gov.wales) or call us at 029 2044 6446.

You can also call the Information Commissioner's Office at 0303 123 1113 or visit their website at <https://www.ico.org.uk> for more information about your rights.

You can find our full privacy notice here: <https://estyn.gov.wales/app/uploads/2024/10/Privacy-Notice-2024.pdf>