Beth sy'n digwydd i'r wybodaeth amdanaf?

www.gwynedd.llyw.cymru

Gwybodaeth amdanat ti

Mae’r gyfraith newydd - **Rheoliad Diogelu Data Cyffredinol (GDPR)** - yn golygu bod unrhyw un sy’n casglu gwybodaeth yn gorfod:

- dweud wrthyt ti **pwy** ydyn nhw
- esbonio **pam** eu bod eisiau gwybodaeth gen ti
- egluro’n glir **beth** maent yn ei wneud efo’r wybodaeth
- gwneud yn siŵr bod y wybodaeth amdanat ti yn cael ei chadw’n ddiogel
- dinistrio’r wybodaeth pan na fydd ei hangen eto
- dweud wrthyt ti beth ydi dy **hawliau**

PWY?

Bydd yr ysgol a Chyngor Gwynedd yn casglu gwybodaeth amdanat ti.

Rhaid i ni gasglu gwybodaeth amdanat er mwyn dy gadw di’n ddiogel ac i helpu i wneud yn siŵr dy fod yn derbyn addysg dda.

Mae’r wybodaeth yr ydym ni’n ei chasglu amdanat ti yn cynnwys:

- dy fanylion personol (enw, cyfeiriad, dyddiad geni, rhyw)
- dy gofnodion presenoldeb ac unrhyw gamau a gymerwyd i ddelio â phroblemau
- gwybodaeth am unrhyw anghenion addysgol ychwanegol
- gwybodaeth am gymorth a gei di gan wasanaethau gofal cymdeithasol a darparwyr eraill
- canlyniadau dy brofion a dy arholiadau

Mae’r wybodaeth yma yn ein helpu ni i wybod pwy wyt ti a’r hyn sydd ei angen arnat ti.

PAM?

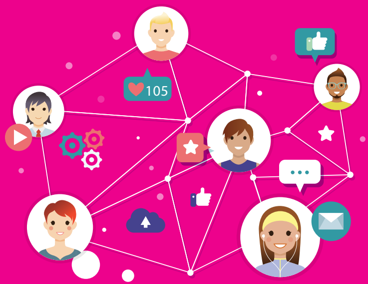
Rydym yn defnyddio gwybodaeth mewn gwahanol ffyrdd. Rydym yn defnyddio'r mathau canlynol o wybodaeth i dy gadw di'n ddiogel:

- Manylion cyswllt rhieni neu ofalwyr;
- Gwybodaeth feddygol gan gynnwys unrhyw anghenion meddygol ac unrhyw alergeddau sydd gen ti

Rydym yn defnyddio'r wybodaeth:

- i wneud yn siŵr dy fod yn derbyn addysg dda
- i ddeall os/pryd mae angen cefnogaeth ychwanegol arnat ti
- i dy ddiogelu a dy amddiffyn

BETH?



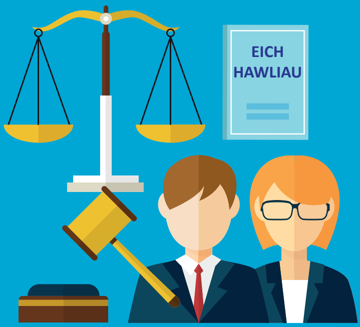
Weithiau mae angen i ni rannu gwybodaeth amdanat ti gydag eraill. Os ydym yn gwneud hyn, byddwn yn esbonio gyda phwy a byddwn yn sicrhau ei bod yn cael ei rhannu'n ddiogel.

Dim ond pan fydd gennym reswm cyfreithlon dros wneud hynny y byddwn yn rhannu dy wybodaeth bersonol.

Rhai lleoedd yr ydym yn rhannu dy wybodaeth efo nhw ydy:

- **Ysgol Newydd** - wrth drosglwyddo o ysgol i ysgol neu o'r cynradd i'r uwchradd
- Llywodraeth Cymru
- adrannau perthnasol yn y Cyngor

DY HAWLIAU



Mae gen ti'r hawl:

- i weld unrhyw wybodaeth bersonol sydd gennym amdanat ti
- i ofyn i ni newid gwybodaeth sydd yn anghywir yn dy farn di
- i ofyn i ni beidio â rhannu gwybodaeth amdanat ti, ond dim pan fyddwn ni angen dy gadw'n ddiogel a dy gefnogi
- i ofyn i ni ddileu dy wybodaeth o'n systemau

Mi fedri di gwyno os wyt ti'n meddwl nad ydym ni'n parchu dy hawliau.

Os wyt ti angen mwy o wybodaeth neu gymorth efo hyn, cysyllta gyda Phennaeth yr ysgol neu:

Swyddog Diogelu Data Ysgolion
Cyngor Gwynedd
Pencadlys, Stryd y Jêl,
Caernarfon, LL55 1SH

☎ 01286 685047

✉ Louisejones@gwynedd.llyw.cymru

Gallwch hefyd gysylltu gyda:

The Information Commissioners Office (ICO)
Wycliffe House
Water Lane, Wilmslow
Cheshire, SK9 5AF

www.ico.gov.uk

What is happening with my information?

www.gwynedd.llyw.cymru

Your Information

The new law - **General Data Protection Regulation (GDPR)** - means that anyone collecting information must:

- tell you **who** they are
- explain **why** they want your information
- be clear about **what** they will do with it
- make sure that your information is kept safe
- destroy the information when they don't need it any longer
- tell you what your **rights** are

WHO?

The school and Gwynedd Council will collect information about you.

We have to collect your information in order to keep you safe and to help make sure you receive a good level of education.

The information we collect about you includes:

- your personal details (name, address, date of birth, gender)
- your attendance records and any action taken to deal with problems
- information regarding extra support you may need to help you learn
- any support you get from social care services and other providers
- your school tests and exam results

This information helps us know who you are and what you need.

WHY?

We use information in different ways.
We use the following types of information to keep you safe:

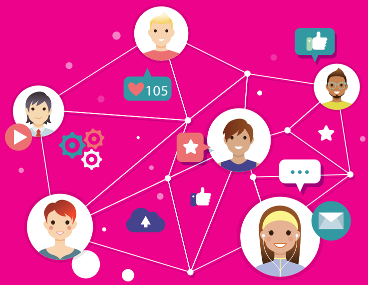
- Parents or carers' contact details
- Your medical information including medical needs and any allergies you may have

We use the information to:

- ensure you receive a good education
- understand if/when you need extra support
- safeguard and protect you

WHAT?

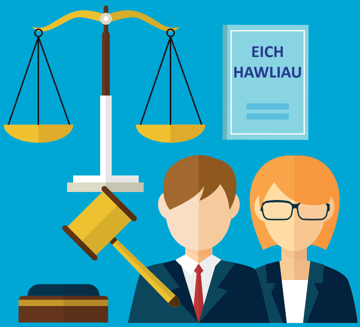
Sometimes we need to share your information with others. If we do this, we will explain who we are sharing it with, and we will ensure that it is shared safely.



We only share information containing your personal information when we have a lawful reason for doing so. Some places we share your information with are:

- **a new school** - when you transfer from school to school or between primary and secondary school
- the Welsh Government
- relevant departments of Gwynedd Council

YOUR RIGHTS



You have the right to:

- see any personal information we have about you
- ask us to change information that you think is wrong
- ask us not to share your information, but not when we need to keep you safe and support you
- ask us to delete information from our systems

You can complain if you think we are not respecting your rights.

If you need any more information or help regarding this, please contact the Head Teacher or:

School Data Protection Officer
Gwynedd Council, Shirehall Street,
Caernarfon, Gwynedd. LL55 1SH

☎ 01286 685047

Louisejones@gwynedd.llyw.cymru

You can also contact:

The Information Commissioner's Office (ICO)
Wycliffe House
Water Lane, Wilmslow
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