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Annwyl Ddisgyblion, Rhieni a Gwarcheidwaid

**PARTHED: Cadw Cofnodion ar gyfer y Gwasanaeth Profi, Orlhain a Diogelu ar Drafnidiaeth Benodedig o'r Cartref i'r Ysgol**

Pwrpas olrhain cysylltiadau yw amddiffyn iechyd cyhoedd Cymru a rheoli lledaeniad y firws. Mae olrhain cysylltiadau bellach yn rhan hanfodol o strategaeth Profi, Orlhain a Diogelu'r llywodraeth.

Ers dechrau mis Mehefin 2020, mae olrhain cysylltiadau wedi bod ar waith ar draws Gymru, a bydd angen cynnal hyn ar lefel arwyddocaol, o bosib am y flwyddyn nesaf neu tan y darganfyddir brechiad.

Mae gwybodaeth am ble mae'r sawl sydd wedi profi'n bositif wedi bod mewn cysylltiad ag eraill yn hanfodol. Mae angen gwybodaeth ar y gwasanaeth Profi, Orlhain a Diogelu ynglŷn â lle mae'r unigolyn wedi bod, a phwy sydd wedi bod mewn cysylltiad gyda nhw. At y diben hwn, mae disgwyl i rai busnesau gasglu a chadw gwybodaeth ynglŷn â phwy sydd wedi bod ar y fangre a phryd am 21 diwrnod. **Mae hyn yn golygu bod angen i weithredwyr trafndiaeth ar gyfer pob trafndiaeth benodedig o'r cartref i'r ysgol ymdrin â manylion personol disgyblion sy'n teithio gyda nhw ar ran y Cyngor a'r ysgolion ar gyfer olrhain cysylltiadau.**

Dear Pupils, Parents and Guardians

**RE: Keeping Records for Test, Trace, Protect Service on Dedicated Home to School Transport**

The purpose of contact tracing is to protect the health of the Welsh public and control the spread of the COVID-19 virus. Contact tracing is now an essential part of the government's Test, Trace, Protect strategy.

Since the beginning of June 2020, contact tracing has been operating across Wales, and will need to be maintained at a significant level, potentially for the next year or until a vaccine is found.

Information about where those who have tested positive may have been in contact with others is essential. The Test, Trace, Protect service needs information about where that person has been, and who that person has been in contact with. For that reason, certain businesses are expected to collect and retain information about who has been on the premises, and when, for 21 days. **This means that transport operators for all dedicated home to school transport need to handle personal details of pupils travelling on their journeys on behalf of the Council and the schools for contact tracing.**

Bob tro y mae disgyblion yn dod ar drafnidiaeth ysgol, bydd y gyrrwr yn ticio cofrestr a baratoir o flaen llaw o ddisgyblion sydd ar y bws, bws mini neu'r tacsï penodol hwnnw er mwyn cadarnhau pwy sydd ar bob taith. Bydd y gofrestr yn cynnwys enwau llawn disgyblion a pha flwyddyn ysgol y maent ynddi ar gyfer bob taith unigol (bydd y gofrestr hefyd yn cynnwys dyddiad ac amser y daith) fel y gellir eu hadnabod os oes angen ymgymryd ag olrhain cysylltiadau.

Bydd y gweithredwr trafndiaeth yna'n rhannu'r cofrestrau cyflawn gyda'r Cyngor yn ddiogel. Bydd y Cyngor ac ysgolion yn gallu rhannu manylion cyswllt disgyblion (megis rhifau ffôn disgyblion/rhieni/gofalwyr) gyda gwasanaeth Profi, Olrhain, Diogelu'r GIG os yw'r angen am hynny yn codi.

Dim ond os codir achosion o'r coronafeirws (h.y. mwy nag un achos newydd o'r coronafeirws) sy'n cael eu holrhain i fangre benodol y bydd manylion disgyblion yn cael eu defnyddio. Bydd gwasanaeth Profi, Olrhain, Diogelu GIG Cymru'n defnyddio'r wybodaeth hon i weld a allai disgyblion fod wedi cael eu hamlygu ar drafnidiaeth benodedig o'r cartref i'r ysgol.

Bydd gwybodaeth bersonol a gesglir wrth deithio ar drafnidiaeth ysgol yn cael ei phrosesu yn unol â'r Rheoliadau Diogelu Data Cyffredinol (GDPR), a dim ond at ddibenion olrhain cysylltiadau y bydd yn cael ei chasglu.

Bydd yr wybodaeth yn cael ei chadw am 21 diwrnod o ddyddiad pob taith unigol. Ar ôl 21 diwrnod, bydd yr wybodaeth hon yn cael ei gwaredu'n ddiogel neu ei dileu o unrhyw systemau a ddefnyddir gan y gweithredwyr trafndiaeth a'r Cyngor.

Gofynnwn i rieni a gofalwyr helpu i gyfleu i ddisgyblion bwysigrwydd cefnogi'r gyrrwr i gadarnhau eu bod ar daith benodol, a gofynnwn iddynt beidio â symud tuag at eu sedd nes eu bod wedi cadarnhau gyda'r gyrrwr eu bod yn bresennol. Mae'n bwysig bod y manylion cywir yn cael eu casglu ar gyfer pob teithiwr a bod hyn yn cael ei wneud mewn ffordd effeithlon a diogel gyda chyn lleied o darfu â phosib ar y daith.

Each time pupils board dedicated home to school transport, the driver will tick off a pre-prepared list of pupils who are on that particular bus, mini-bus or taxi, to confirm who is on each journey. The list will contain full names of pupils and which school year they are in for each separate journey (the list will also have the date and time of the journey) so that they can be identified if there is a need to undertake contact tracing.

The transport operator will then safely share completed lists with the Council. The Council and schools will be able to share contact details for pupils (such as telephone numbers of pupils/parents/carers) with the NHS Wales Test, Trace, Protect service if the need arises.

Pupil details will only be used in the event of an outbreak of coronavirus (i.e. more than one new case of coronavirus) that is tracked back to a particular premises. The NHS Wales Test, Trace, Protect service will use this information to check if pupils may have been exposed on dedicated home to school transport.

Personal information collected whilst travelling on dedicated home to school transport will be processed in line with the General Data Protection Regulations (GDPR) and will be collected for contact tracing purposes only.

The information will be kept for 21 days from the date of each separate journey. After 21 days, this information will be disposed of securely or deleted from any systems used by transport operators and the Council.

We ask that parents and guardians help communicate to pupils the importance of supporting the driver to confirm that they are on a particular journey and ask that they do not move towards their seat until they have confirmed with the driver that they are present. It is important that the correct details are collected for every passenger and that this is done in an efficient and safe way with the least disruption to the journey.

Mae rhagor o wybodaeth ynglŷn ag olrhain  
cysylltiadau ar gael ar wefan Llywodraeth  
Cymru - <https://llyw.cymru/olrhain-cysylltiadau>

Diolch am eich cefnogaeth a'ch  
cydweithrediad.

More information regarding contact tracing  
can be found on the Welsh Government  
website- <https://gov.wales/contact-tracing>

Thank you for your support and co-operation.

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