

Policy Statement

Pupil Privacy Notice

This policy tells you how the school keeps your information safe.

Who is involved?

Data Protection Lead: TBA
Second Data Protection Lead: TBA
Parents, Carers and Guardians
Data Protection Officers: TBA

Pupil Privacy Notice

The Data Protection Officer can answer any questions you have about what the school does with your information.

Policy Statement

As a school, we look after some of your “personal data”. This information includes your:

- Name
- Address
- Unique Pupil Number
- Nationality
- Photographs
- Telephone Number
- Email address
- Date of birth
- Country of birth
- Languages spoken
- Previous schools

We also record:

- assessments
- behaviour logs
- attendance data
- CCTV images

Some of your information is called “special category personal data”. We make sure that this is kept safe:

- Ethnicity
- Religious beliefs
- Educational needs
- Medical information
- Dietary requirements
- Information about your safety

Where do we get this information?

- You
- Your Parents
- Your Teachers
- Other people like doctors

Why do we use this information?

- To give you a good education
- To get you support when you need it
- To make sure everyone is treated fairly and equally To keep you safe
- To deal with emergencies involving you
- To celebrate your achievements
- To give your parents support

Some of these things we have to do by law. Other things we do because we need to so that we can run the school. If we need to use your information for the website, we will ask you first.

How long will we hold information concerning our pupils?

- We will hold your information only for as long as necessary.
- Where you change school, we will pass your information to your new school.

Who will we share pupil information with?

- Other schools or companies in education
- The Government
- Other companies like school meal providers

How do we keep this information safe?



- all devices are password protected
- virus protection and monitoring software is regularly updated.
- no data leaves the school site
- third-party organisation have rigorous protection for any data they hold staff are trained in handling data and making
- any lost data is reported immediately

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this or ask for any changes, you should contact your class teacher or your headteacher.

Concerns

If you are concerned about how we are using your personal data then you can speak with [enter details here], or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

