

CHILD FRIENDLY PRIVACY NOTICE

1. What is a privacy notice?

There is a law that keeps your information safe – things like your address and date of birth. The school collects and uses information for all kinds of reasons.

2. Why do we keep information about you?


To give you the best possible care we must keep records about you. These records help us support your learning, monitor your progress, provide support and keep you safe.



How do we collect your information? 3.

Information that you or your family tell us is kept. We also hold information from other organisations such as your old school or your doctor.

Collecting your information is really important to make sure the school can run properly.



4. What information do we collect and use?

The information we collect on you might include your name, your address, medical information, and safeguarding information.

We use this information to keep you safe and to support your learning.

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data.



How long will we keep your information? 5.

We do not keep your information forever, only for as long as we need it. We have rules that tell us when to keep it and when we should safely delete it.

We also have rules in place to make sure we keep your information safe.



6. Why do we share your information?

We do not share your information without parent/carer permission, unless the law and our rules say we can.

We normally share your information with:

- The local authority (LA) – this is the local government who helps the school.
- The Department for Education (DfE) – this is the part of the government in charge of education.
- Schools that you go to after leaving us.

7. What are your rights?

You and your parents/legal guardians have the right to:

- Be told how we use your information.
- Request to see information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.

If you're worried about this and want to talk to us call into the school office at anytime.

