

# PRIVACY NOTICE

## What does my school need to know about me?



When you were born



Your name



Where you live



Any food that you cannot eat



Who you live with and who looks after you



If you need any extra help due to a disability



Your background and religion



Any medicines you take and the reasons



Any extra help you need with learning



When you come to school. When and why you are not in school



How well you are working in school. Your rewards and sanctions

## Why does my school need to know all about me?



To keep you safe



To help you learn



To make sure you are working hard and doing the best that you can



To record events, activities and achievements



To make sure you are happy and get help when you need it



To make sure you can get to school



Because the law tells us to



To make sure the school are doing a good job teaching and looking after you



...and go on school trips

## How will my school look after information about me?



We will keep information about you that is on paper in locked cabinets



We will be careful with information about you and tell you what we are doing with it.



Information about you on our computer systems is protected by security systems and passwords



We will only ask for information that we need and we will keep this in an organised way



We will not keep information about you any longer that we need it



We will only use your information for the reasons we have asked for it



We will safely destroy or delete information about you that we don't need



We will make sure your information is right and keep it up to date

## Will my school give information about me to anyone else?



Sometimes we may need to share your information with other people.



We will usually ask your parent or carer to agree to share your information before we do this.



If we do share your information we will always make sure that it is safe and secure



We will share information with the school nurse or other people who are asked to help keep you well (e.g. injections to stop you getting poorly)



We will share information with other people if it is needed to keep you safe



We will share information when the law tells us to

## Who does the Information about me belong to?



The information we have about you belongs to you. However the person who looks after you will be responsible for this until you are old enough to look after it yourself.



If you have any questions about your information please speak to your teacher or the person who looks after you at home. They will also be given a notice to tell them about the information we keep about you.