



Pupil Privacy Notice

Who are we?

- We are your primary school. Our staff help you learn, develop and prepare for secondary school.
 - We collect and look after information about you so we can teach you, keep you safe and make sure you receive the support you need.
 - We have a Data Protection Officer from Veritau. Their job is to help keep your information safe and make sure we follow the law.
 - If you have any questions, you can speak to your teacher or ask someone at the school office.
-

What is personal information?

Personal information (sometimes called **personal data**) is information that can identify you.

For example:

- Your name
- Your date of birth
- Your home address

Some information needs extra protection because it is more sensitive. This is called **special category data**. Examples include information about your health, religion or ethnicity.

What information do we collect about you?

To help you learn and keep you safe, we collect information such as:

- Your name, address and date of birth.
- The names and contact details of your parents, carers or other people who look after you.
- Your attendance at school.
- Your learning, progress and test results.
- Your behaviour in school.
- The school trips and after-school clubs you take part in.
- Photographs or videos of you taking part in school activities.

We also collect some special category information, such as details about your health, religion and ethnicity, where we need this information.

If you would like to know everything we collect, you or your parent or carer can read our full Privacy Notice for Pupils, Parents and Guardians.

Why do we collect your information?

We use your information to:

- Teach and support your learning.
 - Keep you safe and healthy.
 - Organise school trips, clubs and other activities.
 - Make sure we provide the help and support you need.
 - Meet our legal responsibilities as a school.
-

Where do we get your information from?

Most of the information comes from you and your parents or carers.

Sometimes we may also receive information from:

- Your previous school.
- Doctors or other health professionals.
- Social workers.
- The local council.
- Government departments.

This helps us make sure we have the information we need to support you.

Who do we share your information with?

Sometimes we need to share your information with other organisations. We only do this when we need to or when the law says we must.

This may include:

- Your next school, so they can help you settle in.
 - The local council, to help provide education services.
 - Doctors or other professionals, if they need information to help keep you healthy or safe.
 - The Department for Education, because schools must share certain information with the Government.
 - Exam bodies, where needed.
-

How long do we keep your information?

We keep your information while you are at our school and, in some cases, after you leave if the law says we must.

When we no longer need your information, we will dispose of it safely.

What are your rights?

You have rights over your personal information.

These include the right to:

- Ask to see the information we hold about you.
- Ask us to correct information if you think it is wrong.
- Ask us to delete information in some circumstances. Sometimes the law says we must keep certain information, even if someone asks us to delete it.
- Ask questions about how we use your information.

If you have any questions or are worried about how your information is used, you can speak to your teacher, a trusted adult or someone at the school office. They will be happy to help.

If you or your parents or carers would like more information, you can also read our full Privacy Notice for Pupils, Parents and Guardians.

Updated June 2026