

# Privacy Notice for Pupils

## What do we need to know about you?

Our school needs to know and keep some important stuff about you. Here's some of the things we must know and keep.





...but here's the funny thing - you and your parents or carers are in charge!  
The things we know, and keep, about you are called '**personal data**'. Let's say '**data**' for short.

As you grow older, we'll keep more and more **data** about you and the school **MUST** tell you what that is. If we want to use your **data** in a certain way, you can sometimes say:

**'No, you can't do that, I won't allow it'**

But if your **data** helps you to learn or to stay safe you can't say 'No, you can't use my **data**'

## So why does the school need to know about me?



We want to make sure you grow,  
are healthy and understand more  
about the world around you.



We want to help you learn  
and understand how to  
become a better person.



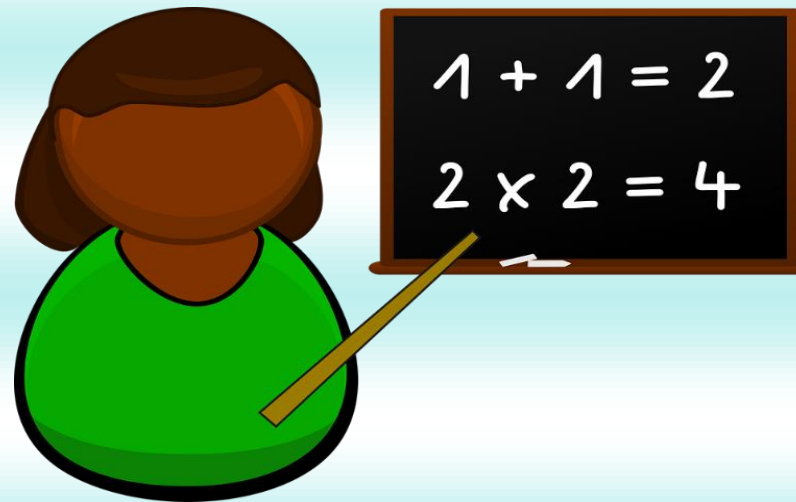
We want to keep you safe.

## OK that's good, but who will see and use my **data**?

Only people who need to see and use it to help you.

Your teachers and helpers.

The people who  
make school meals.



The people in  
the office and  
other important  
people who help  
you.

Your parents and carers

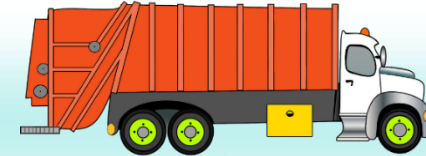


## But how long do you keep my **data**?



Only for as long as it is needed. Some will be thrown away quickly, but other stuff we'll need to keep longer.

...and whatever happens to it, we'll make sure it's kept safe and thrown away very safely.



## So, who else sees and uses my **data**?

There are lots of other people who help us to teach you, keep you safe, feed you, and who gather stuff to help everyone. We'll need to share your **data** with them. You'll know some but not all.

### Class Computer Tasks

Computer support people look after the things you and your teachers do online.



### Adults Computer Tasks

Teachers and the office store stuff about you.

### Important Officials

The government and the council need to know where you are, how you are doing at school and where you may go next. Doctors or a nurse may need to know and use your **data**.



# Am I allowed to know what **data** you use and keep about me?

The **data** belongs to **YOU**,  
not us



You, or your parents can  
ask us to tell you what  
**data** we hold, why and  
where.



**I'm not happy with what the school is doing with my data.**

**There is a friendly person  
in school called a DPO who  
will help you.**

You can contact them  
anytime. It's their job to try  
to get things right and to  
explain the things you can or  
can't do.



**...and if the DPO can't help?**

There are some important people  
who can! They are called the ICO.

An adult can call them on:

0303 123 1113

or write to them:

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF

