



## Homefield Church of England Primary School - Child-Friendly GDPR Privacy Notice

### What is this about?

**?** A new law is being made that keeps your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with yours.

We collect some information about our pupils, like you. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

**Data controller:** This person (or group of people, like a school) is in charge of the information we collect.

**Data processor:** This person processes information for the data controller.

**Data protection officer (DPO):** This person makes sure we do everything the law says. The school's DPO is provided to us by the Local Authority.

**Personal data:** This means any information that can be used to identify someone, such as your address and date of birth.

### **?** Who looks after your information?

The school is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes the school has to give your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe.

### **?** Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we have collected it, here is how we use it:

- To support your learning
- To monitor and report on your progress
- To provide appropriate pastoral and medical support and care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To follow DfE regulations and Ofsted monitoring

## **What information do we collect?**

The categories of information that the school collects, holds and shares include the following:

### **Your personal information**

This is things like your name, address and telephone numbers/email. We may also use your photographs.

### **Your characteristics**

This means information about you, like where you are from, what language you speak, what gender you are and what religion.

### **Your attendance information**

We will also record how many times you missed school and why you couldn't come to school.

### **Your assessment information**

We collect your test results when you sit a big test or exam. We will use teacher judgements of your abilities in class and we may display this data in many different ways in school, such as graphs, charts, tables and diagrams.

### **Some of your medical information**

We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.

### **Keeping you safe**

At times, we have to keep records of concerns we may have about you, in order to make sure you are always kept safe from different forms of harm.

### **Your special educational needs**

We collect information that helps us teach you better, such as any special educational needs you may have.

### **Behavioural information**

We record the number of times you have been given a detention/time out or have been given a fixed term or permanent exclusion and the reasons why. We keep a record of any form of bullying and who it involved, who it affected and how it was dealt with.

## **Do you have to give us your information?**

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

## **? How long will we keep your information?**

We don't keep it forever, only for as long as we need it to help us do the thing we needed it for. We have a policy that tells us when to keep it and when to bin it.

## **? Will your information be shared?**

We won't share your information with anyone else without your permission, unless the law says we can or should. We may share information with:

- **Pupils' destinations upon leaving the school**
- **The LA**
- **The NHS**
- **DfE**
- **Early Years Provider Information Portal**
- **Secure Online Learning Resources and Administrative Tools, such as Teachers2Parents, Parentmail, Gooseberry Planet and Junior Librarian**

The information that we share with them includes:

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Sometimes we have to share your information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE). They may ask us to share things like:

- **Pupils on roll at the school**
- **Attendance figures**
- **Performance data**
- **School Census information**

They store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and pupils like you. However, do not worry, the database is very safe and your information will not be lost or given to anyone who should not have it.

## **What are your rights?**

You and your parents have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

All requests to see your information must be put in writing to the Headteacher. If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you are worried about how we get and use your information, you can speak to your parents, the class teacher, the Deputy Headteacher or the Headteacher at the school, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113.



## **Would you like to know more?**

If you or your parents would like to find out more information about how we and/or the DfE collect, use and store your personal information, please visit our website [www.homefield.norfolk.sch.uk](http://www.homefield.norfolk.sch.uk) to see our school policy.

### **Four important things to understand**

Now you've read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, the teaching staff will be happy to help you.