

Carden Nursery and Primary School Privacy Notice

Child Friendly

There is a new law all about keeping the information we keep at school safe. We have some information we need to use about you, for example we have your name, address, date of birth and phone number and we need to know who we keep all this information in a safe place. This new law tells us exactly how we are able to use and keep all this information safely.

It is our job to let you know how we will use the information we keep about you.

We need too:

Look at the data (information) and make sure we we know how and why your information is collected and what we use it for. Sometimes the school has to give some information about about you away, like to the government. We will only do this with your permission or if the law says we have to. They also have to make sure any data they receive is looked after safely.

Why do we collect and use your information?

We only collect information about you which helps us do our jobs or follow the law. When we've collected it, here is how we use it:

- ♦ To help us teach and support you better
- ♦ To make sure you are making progress in your learning
- ♦ To make sure the service we are providing is working well
- ♦ To make sure we are doing what the laws around education are telling us to do.

What Information do we collect?

- ◆ **Personal information**, like your name and address
- ◆ **Your characteristics**, for example what languages you speak or what religion you are.
- ◆ **Your attendance**, this is how many days you have been in school or missed school and the reason why.
- ◆ **Medical information**, we need to know this to make sure we can keep you well in school.
- ◆ **Any special education needs**, this helps us to teach you better.
- ◆ **Behavioural information**, we record the number of times you have needed to have a reflection or gone into the red zone and needed help to get back into the green. We also record any exclusions and the reasons for them.
- ◆ **Photographs of you**, before we take or use any photos of you we will always ask your parent or you (if you are old enough) if it is ok to do so. We then ask you or your parent to decide what we can use your photos for, for example it might be to go on a display in the classroom, or on the website, in your school books or as part of an electronic learning journal.

How long do we keep your information?

We only keep your information for as long as we need it. We have a policy which tells us how long we keep each bit of information and it also tells us how we should keep it and how it needs to be removed or destroyed.

Will your information be shared with others?

We only share your information where the law tells us to or if your parents say it's ok to do so. Your parent's make this choice for you if you are under 13. We may share data with:

- ◆ The local authority
- ◆ Department of Education
- ◆ Your family
- ◆ Educators and Exam Bodies
- ◆ Ofsted
- ◆ Heath Authorities
- ◆ Police force
- ◆ Professional advisors
- ◆ Other parents (linked photos)
- ◆

You and your parents have the right to:

- ◆ Be told how we use your information
- ◆ Be asked for permissions to use you information and be told how we will do so.
- ◆ Request to see the information we hold
- ◆ Tell us that you do not want your data to be processed
- ◆ Tell us to stop collecting information (as long as it's not something we much collect by law).

Key things to remember:

- ◆ The law allows us to collect and use information about you which helps us do our job.
- ◆ We may share this information but only if we really need to
- ◆ Where there is a choice about using your information we will always consult you or your parent.
- ◆ You can change your mind about giving consent whenever you want.