

# CHILD PRIVACY NOTICE

## What is a Privacy Notice?

A Privacy Notice tells you how we use your personal data, so you know what happens with it when people give it to us. Sometimes there are links to other pages. You might want to ask an adult to help with these because it can be confusing.

### 1 PERSONAL DATA

Anything that can identify you is your personal data. You might know this could be things like your name or a photo of you, but it is also things like your email address. Some data we have to be careful with as this is called special categories.

### 2. WHAT DATA IS NEEDED?

The main reason we need to use your personal data is to know who you are. We need to support you with things that we need to know about your life outside school, so we can help you if we need it. We also need to know information about who cares for you.

### 3.WHY DO YOU NEED MY DATA?

Everyone is different so we need to find out information such as what to do if you feel ill or whether there is certain food you cannot eat. Also you may have other needs we can help you with, to support your learning.

### 4. WHO CAN SEE IT?

Your information is very important and we only tell people who need to know. This will be people such as your teachers and others who want to make sure that they support you. Sometimes we might also have to tell other people such as school nurses.

### 5. IS IT KEPT FOREVER?

We need to keep this information as long as you are at our school. If you leave to start another school, then we will share the information with them. Most information is kept by the last school you went to until you are 25 years old.

### 6. DO I HAVE RIGHTS?

Yes you do. You have what we call 'rights' when we use your data. One of these is the right to know what we do with it. Also, when you are 13 years old you have more rights on who can access your information.

### 7. WHO MAKES THE RULES?

The rules are made by the government who want to ensure that we protect your information. There is also an organisation called the Information Commissioners Office who make sure that children's data is not misused.

### 8. MORE INFORMATION

You can speak to your teacher about this and also you will do some work on this area in your computing lessons. The school also has further information for parents/carers on the school website.

