



Pupils' Privacy Notice
Spon Gate Primary School

1. What are facts about you?

Spon Gate Primary School need to keep some of your facts.

Facts that belong to you

Your name
Your school
work
Your
photograph

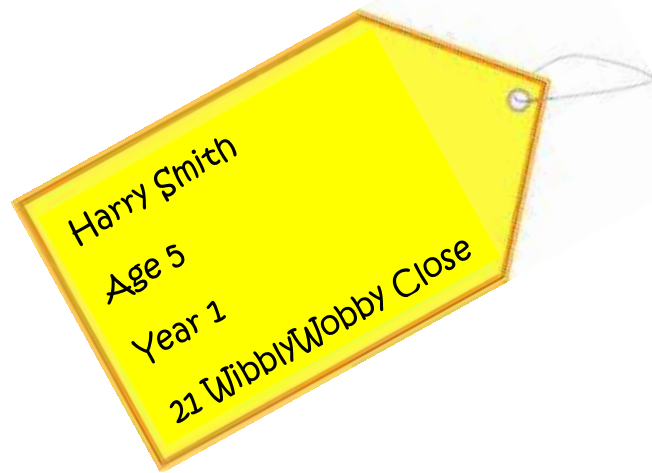


Your birthday



Whether you
take medicine

Where you
live
Your
parent(s)/carer(s)
names



It's like sharing a toy:

'Facts' are something that belong to you, but sometimes you need to share them.



When you get older, the school may ask if they can have your facts. If the school asks you if they can use your facts and you don't want to, sometimes you can say no!



If you do give them out, don't forget...
You can ask for them back.

2. Why do we need your facts?

To help you
get better if
you get sick.



To make sure we have all
the facts we need to
make sure you're
learning and growing!



To keep you
safe!





3. Who can see my facts?

People who look after you in school and need to know your details, like:

- Your teachers
 - Your headteacher
 - The dinner ladies
- There will be a few other important people that need to know your facts.

4. How long do we keep your facts?



We will always keep your facts for as long as you are at the school.

Sometimes, we may keep them a bit longer!

If you go to a new school, your facts will be shared with them too.

5. Do we share your details?

We have to share your details with these people:

Your new school

If you leave this school, we will have to send over your facts to the new school!



The government

The government needs to know where you are, how you are doing at school and where you may go



The NHS

A doctor or a nurse may need to know your facts!



5. What can I do about it?

Sometimes we just have to share your facts!

Sometimes you can say you don't want us to have them, when we ask for them!

Sometimes you can ask for your facts back if you change your mind about giving them to us!



Can I see the facts you have about me?

But you can always ask for the facts we keep about you!