

PRIVACY NOTICE FOR PUPILS

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(A guide for children)

1. Who looks after your information

Our school keeps some information about you so we can teach you, look after you, and keep you safe.

We take great care of it.

If your grown-ups have questions, they can email our data protection officer: dpo@stjosephsservices.net

2. What information we keep

We may keep things like:

- Your name, birthday and address
- Your grown-ups' contact details
- Your attendance
- Your school work and how you are doing
- Information to help keep you safe
- Health information (like allergies or medical needs)
- Photos or videos from school activities
- CCTV images to help keep the school safe

3. Why we use your information

We use your information to:

- Teach you and help you learn
- Keep you safe and healthy
- Give you extra help if you need it
- Talk to your grown-ups
- Organise trips, clubs and activities
- Keep our school safe and running smoothly
- Share school news (only if your grown-ups say yes for photos)

4. Where your information comes from

We get information from:

- You
- Your grown-ups
- Your teachers
- Your old school
- People who help keep you safe or healthy

5. How we keep your information safe

We keep your information:

- Securely
- Private
- Only for as long as we need it, then we delete it or store it safely ☐ Only people who need to see it are allowed to.

6. Who we share your information with

Sometimes we share your information with:

- Your grown-ups
- Other schools (if you move school)
- The Local Authority
- The Department for Education
- Health or safeguarding professionals
- Police or emergency services (only if needed to keep you safe)
- Trusted companies that help us run school systems
- Ofsted inspectors

We never sell your information.

7. Your rights

You have rights over your information.

You can:

- Ask what information we have about you
- Ask us to change something that is wrong ☐ Ask questions about how we use your information ☐ A trusted adult can help you do this.

8. If you are worried

If you are worried about how your information is used, you can:

- Talk to a teacher or trusted adult
- Ask your grown-ups to contact the DPO: dpo@stjosephsservices.net