Crossflatts Primary School

General Data Protection Regulation GDPR
Privacy Notice for Pupils

Introduction

Everybody has a right to have their personal information kept confidential, this includes the children who attend **Crossflatts Primary School** and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation.

Why do we keep data?

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll (our admissions)
- To record school attendance
- To assess how well pupils are attaining and to predict how they might attain in the future
- To help keep children safe and healthy (protecting pupils' welfare).
- To make sure that we give equal treatment to all children
- To arrange activities beyond the school day (after school clubs, for example)

The school receives this data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will ask for families for *consent* to our using other data, such your photograph.

Keeping your information private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

To help keep children safe it is important that the adults looking after you know if there are any health issues that you might have. Although we will share this information, we will only share it with people who need to know it to keep you safe and healthy.

The school has asked Katy MacCuish – Finance & Operations Manager to look after pupils' information. We have also appointed a *Data Protection Officer* who advises and visits the school. He is Mr Stygall who works for a company called Safeguarding Monitor. He has been a head teacher.

The Governing Body has a governor who also looks after pupils' information. Their name is Mary Morgan, Chair of Governors

Pupils' Data

The sort of data that is personal and which should be kept private includes:

- Your full name and address and your family details
- Anything to do with your health and your welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How you are getting on in school

The school will expect every pupil to play their part in protecting other people's personal information (or data) which is why we ask all the children in Key Stage 2 to sign an Acceptable Use Policy. You have the *right* to have your data kept confidential and you have the *duty* to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.