Pupils' Privacy Notice

Potters Green Primary School

1. What are facts about you?

Potters Green Primary School need to keep some of your facts.

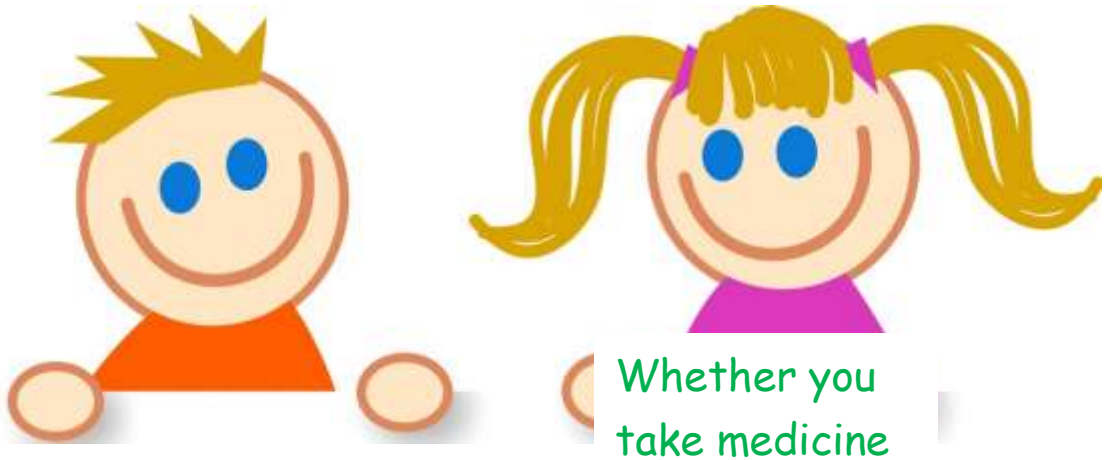
Facts that belong to you

Your name

Your school

Your work

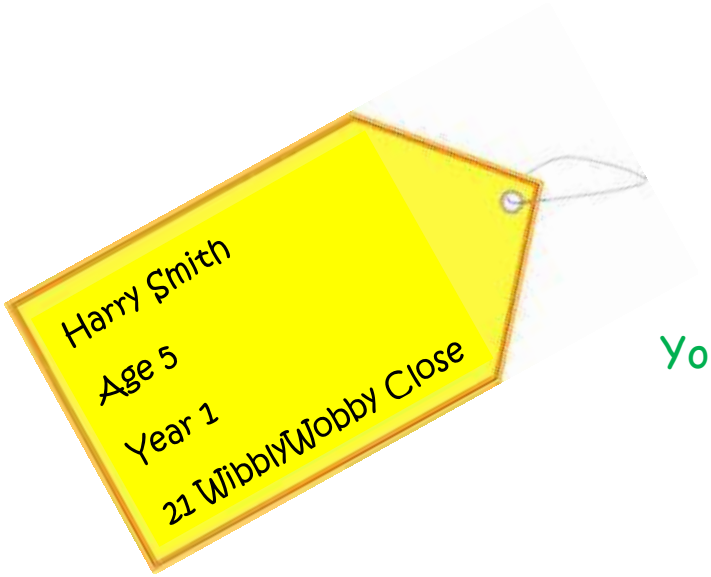
Your photograph



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 Your birthday 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!**

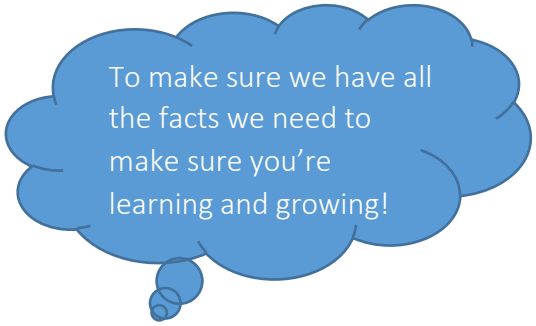


If you do give them out, don't forget…

You can ask for them back.

2. Why do we need your facts?















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!



6. 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!