

Mundella Primary School – Pupil Privacy Notice

(How we use your information)

The sort of information that we use includes:

- Things about you (such as name, contact details and address)
- More about you (such as speaking another language or if you need extra help with some subjects)
- Medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as how often you are in school and if you have time off)
- How you get on in tests (such SATs and phonics results)
- How well you behave (such as exclusions and or extra help you may need)

Why we collect and use your information

We collect and use your information for these reasons:

- a) to support your learning
- b) to see how well you do with your work
- c) to give you help if you feel upset or down
- d) to see how well we do our jobs
- e) to keep you safe
- f) to do what the government tells us and give them what they ask for

How we collect your information

We collect information about you through sheets; that we send home and are sent back by your parents, through tests that you do and paperwork that teachers fill in.

We really need this information to help the school run well. Lots of the information we have to collect but some bits we need to ask permission from your parents for it. We want you to be happy about us collecting information so, when we collect it, we will tell you when we think it is important for you to know.

How we store your data

Some of the information we keep in files; in the office, but most of the information is stored on computers.

Who we share your information with

We will often need to share your information with:

- schools that you go to after leaving us
- our local authority
- the Government 'Department for Education' (DfE)

Why we regularly share your information

We do not share information about our pupils with anyone without asking unless we are allowed to.

Department for Education

The Government 'Department for Education' (DfE) collects some information about you that we have to give to them. This is okay because it helps them to make sure schools work better.

All of the information is carefully moved and kept safe.

If you want to know a bit more you can search the 'How Government uses your data' section on this website [government security policy framework](#).

Requesting access to your personal data

The law says that your parents can ask us to let them know about your information and show it to them.

You also have the right to:

- disagree with the keeping of data if it will make you unhappy or cause other problems
- stop school from using your information to sell you things
- disagree with choices made for you by a computer
- sometimes change or get rid of information that is kept about you
- ask for important people (ICO or a court) to look into any complaints that you might have

If you have a concern or complaint about the way we are collecting or using your personal data, you should firstly let Mr Westmorland or go to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to have a chat about anything you have read here please come to see

Mr Westmorland