



This short Privacy Notice is about how your school keeps information about you safe. It helps you know:

1. What Information We Hold About You
2. How We Use Your Information
3. Who We Share Your Information With
4. How Long We Keep Your Information For
5. What Are Your Rights



Your Name



Medical Information,  
such as allergies



Contact details, such as  
your home address and  
emergency contact



What  
Information  
We Hold  
About you



Your progress  
at School



Your school  
identity number.  
This is called your  
'Unique Pupil  
Number'



Attendance  
Information



Personal information, like  
if you have a medical need  
or do not speak English at  
home



If you need some help  
with your learning and have  
a Special Educational Need



To see how you are  
doing at  
school



To help you learn  
better



To help keep  
you safe



## How We Use Your Information



To follow the law



To check how well the  
School is  
doing



To help make  
decisions about  
School funding



Organisations that support you



Department for Education



## Who We Share Your Information With



National Health Service



Providers who supply things we need in school, like ICT services or learning platforms.



Your new school if you decide to leave this

# How Long We Keep Your Information For



We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your pupil file. We usually keep these until your 25th birthday unless you move to another school in which case, we send your file to your new school





To limit what we do with  
your information



To correct information we  
hold about you, if you  
think it is wrong



## Your Rights



To delete information,  
we hold about you  
(unless the law does not  
allow us to do this)



To request a copy of the  
information we keep  
about you

If you have any questions or want some more information, please ask your teacher.

For a more detailed Privacy Notice, please speak to the school.