

## **Pupil Privacy Notice**

### **Document Owner and Approval**

Heber Primary School is the owner of this document and is responsible for ensuring that this policy reviewed in line with School's policy review schedule. A current version of this document is available to all parents and carers on the school website.

### **What is Personal Data?**

Personal data is information about you and your child. This is information that could potentially identify you. This includes you and your child's name, your child's date of birth, your address and phone number.

### **What Personal Data does School Collect?**

Your child's information, including their name, address and date of birth;

Your child's school assessment data;

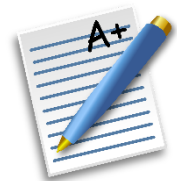
Safeguarding information;

Medical information;

Attendance records;

Photographs;

Basic information about your child's home life.



### **Why does School need this Information?**

We have a duty of care under the law to your child. The law states that we need this information to know who is attending the school and to provide your child with an education.

It is important for the school to keep your child safe and hold this information to enable us to do this.

### **Who does School Share Your Child's Data With?**

It is important for us to share some of this information with appropriate bodies such as the Local Authority, the Department for Education, or parts of the NHS.

We share information with other schools your child may go on to attend.



### **Where does School Keep this Data?**

We keep this data within the school, in a large manner of ways. This could be in files under lock and key or on a computer with strong security.



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### **How long does the school keep this data for?**

We often review our files to ensure we are only holding the documents we need. Once your child leaves the school, we may be required to keep some basic information on our systems.

**Any questions, please contact the school office, or the School's data protection officer, Judicium Education at [dataservices@judicium.com](mailto:dataservices@judicium.com).**