



St. Peter's Catholic Primary School

How We Use Your Child's Information Privacy Notice for Pupils

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share the same commitment. We follow Gloucestershire Safeguarding Children's Board Procedures. For more information go to www.gscb.org.uk

September 2020

Pupil Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your child's personal information and **what** we do with that information.

Personal information is information that identifies your child and relates to them. For example, information about how well they are doing at the School and any information that we need to take care of them. Photographs and videos of your child also count as their personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the School's website. You can also obtain a copy of the full privacy notice by calling in to the school office and requesting a copy from our Admin Team.

The full version includes additional points, such as:

- the rights you have in your child's information including what decisions you can make about the information;
- for how long the School retains your child's personal information; and
- our legal bases for using your child's personal information.

Our primary reason for using your child's personal information is to provide them with an education.

We set out below examples of the different ways in which we use your child's personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you, your child's teachers and other pupils. Your child's old school/nursery/pre-school provider also gives us information about them so that we can teach and care for them.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after them.
- We may need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that they attend the School, if they leave the School or let them know if we have any concerns about your child's welfare.
- We will share your child's academic and (where fair) your child's behaviour records with you so that you can support your child's schooling.
- We may use photographs or videos of them for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after they have left the School. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson, to capture their learning.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as the toilets. The only internal CCTV is in the main office reception.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We may keep details of your child's address when you leave so we can send you special information.

If you have any questions about how we use your child's personal information, please speak to your child's class teacher.