

Charlton Horethorne Church of England Primary School

Charlton Horethorne, Nr Sherborne, Dorset DT9 4NL

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<http://www.charltonhorethornecofeprimary.co.uk>

Learning together in friendship and faith



Pupil Privacy Notice

Context

This document will be used in respect to all pupils in the school and will be shared with parents and carers, especially where the child is under the age of 12, to ensure that the parent/carers is informed of any personal data processed about their child.

Why are we giving this to you?

As your child's school we need to use information about your child. We do this for a number of reasons. This form tells you what information we use about your child and why we use it. It is very important that information about your child is kept safe. We explain below how the school keeps your child's information safe.

If you want to know anything about what we do with information about your child then please ask your child's teacher or contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your child's information. If you want to speak to them, then you can do so at:

Katherine Vaughan, Data Protection Officer at: office@charltonhorethorne.somerset.sch.uk

Policy Statement

We are Charlton Horethorne Primary School. During your child's time with us, we will use information that we gather in relation to your child for various purposes. Information that we hold in relation to your child is known as "personal data". This will include data that we obtain from your child directly and data about your child which we obtain from other people and organisations. We might also need to continue to hold your child's personal data for a period of time after your child has left the school. Anything that we do with your child's personal data is known as "processing".

This document sets out what personal data we will hold about your child, why we process that data, who we share this information with, and your child's rights in relation to your child's personal data processed by us.

What information do we use about you?

We will collect, hold, share and otherwise use information about your child set out in the boxes below:

Mission Statement:

At Charlton Horethorne our mission is to nurture, develop and educate our children in a happy, secure, caring Christian community.

At Charlton Horethorne CE Primary School the health, safety and well-being of every child is our top priority. We expect all staff, governors, parent/carers and volunteers to share this commitment to safeguarding our pupils.

• Name	• Telephone and email contact details	• Date of Birth
• Address	• Assessment information	• Details of previous/future schools
• Unique pupil number	• Behavioural information	• Language(s)
• Nationality	• Country of birth	• Eligibility for free school meals
• Photographs	• Attendance information	

We will also collect, hold, share and otherwise use some information about your child which is special “special category personal data” and we will take extra care to make sure that this is kept safe:

• Racial or ethnic origin	• Religious beliefs	• Special educational needs and disability information
• Medical / health information	• Dietary requirements	• Information relating to keeping you safe

Where do we get this information from?

We get this information from:

- Your child
- Parents/guardians, and other children’s parents/guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give your child a good education and to support your child through this
- To make sure that we are able to address and support any educational, health or social needs your child may have
- To make sure everyone is treated fairly and equally

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- To keep your child and everyone at the school safe and secure
- To deal with emergencies involving your child
- To celebrate your child's achievements
- To provide reports and additional information to parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your child's information. This includes taking pictures or videos of your child to be used on our website or in the newspaper. Before we do these things we will ask your child or if necessary parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about your child which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide your child with equal opportunities and treatment. We will also use this information where your child has given us permission to do so.

There may also be circumstances where we need to use your child's information in relation to legal claims, or to protect your child's vital interests and where your child is unable to provide their consent.

How long will we hold information in relation to our pupils?

We will hold information relating to your child only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where your child changes school we will usually pass your child's information to your child's new school.

Who will we share pupil information with?

We may share information about your child with:

- Other schools or educational institutions your child may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and or ESFA as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- NHS and Private health specialists

Keeping this information safe

It is very important that only people who need to use your child's information can see it. The school keeps your child's information safe by:

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- Secure access to your child's data held on the School's MIS
- Encrypted transfer of any pupil data files outside your child's school
- Locked storage for your child's data held as a physical copy
- Staff training to ensure awareness of their responsibilities to protect your child's data and ensure it is secure.

Your rights in relation to your information

You can ask to see the information we hold about your child. If you wish to do this you should contact your child's Head teacher or the School's Data Protection Officer, Katherine Vaughan.

You also have the right to:

- Object to what we are doing with your child's information
- Have inaccurate or incomplete information about your child amended
- Ask us to stop doing certain things with your child's information in some cases
- Ask that decisions about your child are not made using automatic systems
- Claim against the school in certain circumstances where your child has suffered as a result of the school breaching your child's data protection rights

If you feel it necessary to do any of the above, you can speak with your child's Head teacher. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your child's personal data then you can speak with either your child's Headteacher, or Katherine Vaughan, Data Protection Officer. If necessary you can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

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