



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

# What Information We Hold About You



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



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



Your Name



Attendance Information



Medical information, such as allergies



Your Progress at School



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



Contact details, such as your home address and emergency contact



To see how you  
are doing at  
school



To check how  
well the  
school is  
doing



To keep you  
safe



## How We Use Your Information



To help mke  
decisions about  
school funding



To help you  
learn better



To follow the  
law



Organisations that support you



Department for Education



Who We Share Your Information With



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



National Health Service



Your new school if you leave this one

# 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





Request a copy of  
the information we  
keep about you



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



To limit what we do  
with your information



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

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.