Pupils' Privacy Notice

Castle Phoenix Trust

1. What are facts about you?

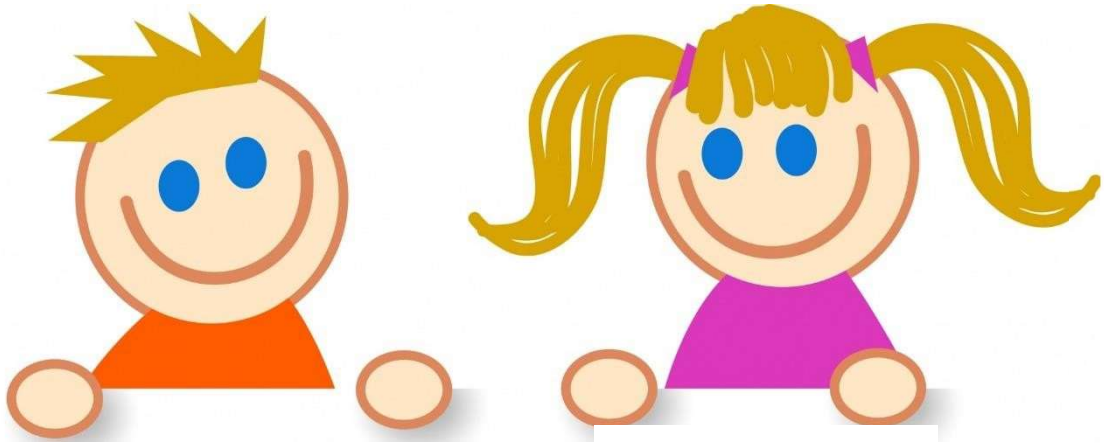
Your school need to keep some of your facts (information about you).

Facts that belong to you

Your name

Your school work

Your photograph



Your birthday

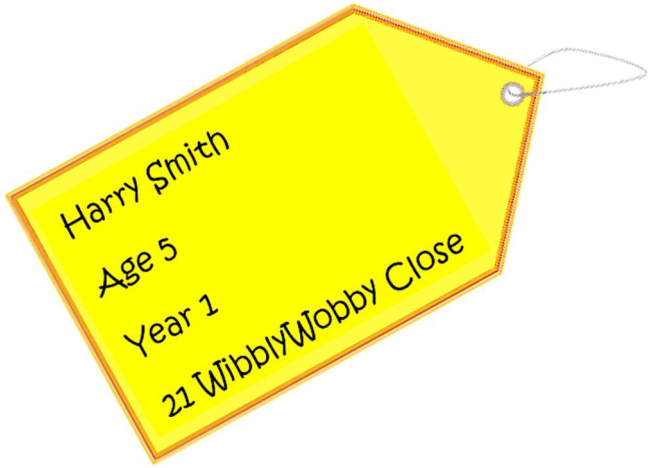
Whether you take medicine

Where you live

Your parent(s)/carer(s) names

Sometimes we need to share your facts so we can teach you, keep you safe and help you if you are unwell. Your facts belong to you, and we look after them carefully.

It is a bit like sharing toys



'Facts' are something that belong to you, but sometimes they are shared when needed.



When you are older, the school might ask you if we can use certain facts (for example, using your photo on a display or website).

If the school **asks** you if they can use your facts and you don't want to, sometimes **you can say no!**

BUT

If you do give them out, don't forget…

You can ask for them back – even if you said yes before, you can change your mind later

2. Why do we need your facts?

Here are some of the reasons why we need your facts:

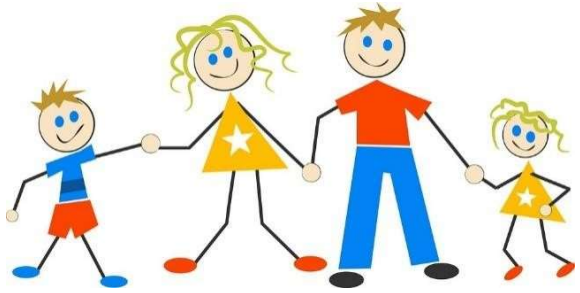
To help you get better if you get sick



To help you to learn and grow



To keep you safe





3. Who can see my facts?

People who look after you in school and need to know your details, like:

- **Your teachers and teaching assisstants**
- **Your headteacher**
- **The Office Staff**
- **The dinner ladies**
- **Sometimes other trusted adults, who help the school, may need to know your facts**

4. How long do we keep your facts?



We keep your facts while you are at this school.

Sometimes, we may keep them a bit longer!

If you go to a new school, your facts will be shared with them too.

5. Do we share your details?

We have to share your details with these people:

Your new school

If you leave this school, we will have to send over your facts to the new school!



The government

The government needs to know where you are, how you are doing at school and where you may go



The NHS

A doctor or a nurse may need to know your facts!



Other people who help us….

Sometimes, we will share your facts with people who provide us with learning games, or other people who work with us who help you learn, grow, and keep safe.





5. What can I do about it?

Sometimes we just *have* to share your facts!

Sometimes you can say you don't want us to have them, when we ask for them!

Sometimes you can ask for your facts back if you change your mind about giving them to us or ask us to fix facts that are wrong!



Can I see the facts you have about me?

If you or your grown-up have questions about your facts, you can: **ask the school office** or your **teacher**

But you can always ask for the facts we keep about you!