Children's Privacy Summary
Your Information at School

The main thing to know

Personal information is information about you. This includes your name, your work, your attendance and information that helps us to support you.

We use this information to teach you, help you, keep you safe and run the school.

Your information belongs to you. You can ask questions and an adult can help you.

What information might we use?

- your name, birthday, address and who looks after you
- your attendance and the school you went to before
- your schoolwork, assessments and progress
- information about any help or support you need
- health, allergy, medicine and dietary information
- information that helps adults to keep you safe
- behaviour, rewards and pastoral support
- photographs, videos, CCTV and your use of school technology.

Why do we use it?

- to teach you and help you make progress
- to know when you are in school
- to give you the right support
- to keep you and other people safe
- to organise meals, trips, clubs and school activities
- to follow the law and provide information that schools must provide.

Who might we share it with?

We only share information when there is a proper reason. We share only what is needed. This may include:

- your parents or carers, where it is appropriate
- another school when you move
- Nottinghamshire County Council or the Department for Education
- doctors, nurses, SEND services or other people helping you
- social workers, the police or other safeguarding professionals when someone may be at risk
- companies that provide approved school systems and services.

How do we look after it?

We use secure systems and only allow people to see your information when they need it for their job. We keep information for as long as it is needed and then delete, destroy or anonymise it safely.

What can you ask us?

- what information we have about you and why we use it
- for information that is wrong to be corrected
- for help if you are worried about how your information has been used
- for a copy of your information, depending on your age and understanding.

The right to your personal information belongs to you. Your parent or carer may be able to help you make a request. We will listen to your views and consider what is best for you.

Who can help?

You can speak to your teacher, another trusted adult at school, the Headteacher or the Data Protection Officer.

School and Data Protection Officer	Information Commissioner's Office
Mapperley Plains Primary and Nursery School Central Avenue Mapperley Nottingham NG3 5LD Telephone: 0115 964 9360 Email: DPO@mapperleyplains.notts.sch.uk	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline: 0303 123 1113 Website: ico.org.uk/make-a-complaint

Find out more

The Pupil Privacy Notice gives a fuller explanation. It is available on the Data Protection and Privacy section of the school website or from the school office.