Your privacy at school

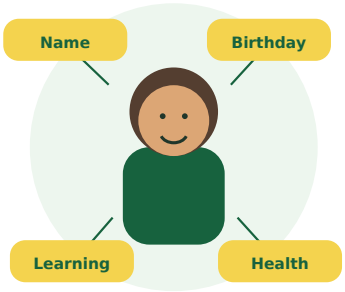
A friendly guide for Park Road pupils

1 Who are we?

We are Park Road Academy Primary School.
We look after information about children in our nursery, our school up to Year 6 and our clubs.



2 What is personal data?



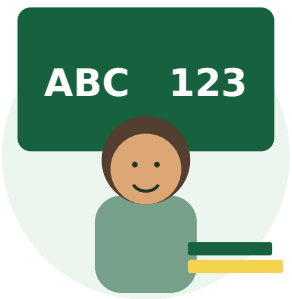
Personal data is information about you, such as your name, birthday, address, class or photograph.

It includes your school work, attendance, health, school meals and parents' or carers' contact details.

3 Why do we collect your information?

We need information to teach you, help you learn and keep you safe.

The law says we must keep some records and share certain information with organisations such as the Department for Education.



Your privacy at school

A friendly guide for Park Road pupils

4 Where do we get it from?



You and your family tell us some information. Your previous school, the local authority or people helping you may also tell us things.

We collect information as you learn and take part in school life.

5 What do we use it for?

We use it to teach you, check your progress and give you the support you need.

It helps us contact your family and look after you if you are ill, have an accident or need help.



6 Where is my data and who can see it?



We keep records securely on school systems, approved services and in paper files.

Only people who need it can use it. This may include teachers, office and meals staff, approved IT providers, health workers, the council and government, where the law allows.

Your privacy at school

A friendly guide for Park Road pupils

7 How long do we keep your data?

We keep it for as long as we need it, or as long as the law says.

When it is no longer needed, we dispose of it safely. Some records are sent securely to your next school.



8 Do I need to do anything?



You do not need to fill anything in for this notice. Please tell a trusted adult if something we know about you is wrong.

Sometimes we ask for permission to use information in a particular way. When we rely on permission, it can be withdrawn.

Your privacy at school

A friendly guide for Park Road pupils

9 What are my rights?

You can ask to see the information we keep about you.
You can also ask us to fix mistakes.

Sometimes you can ask us to stop using information or to delete it. We will explain what we can do.
You can ask a trusted adult to help.



10 Can I find out more?



Yes! Ask your teacher or another trusted adult at school. You can also ask your parent or carer to help.

You or your family can ask our school about your information or tell us if you are worried. Email SRI@parkroadacademy.co.uk

Ask the school office for our full parent and pupil privacy notice. It explains more about how we use and share data.

If you are worried, tell us. You can also complain to the Information Commissioner's Office: ico.org.uk/make-a-complaint