

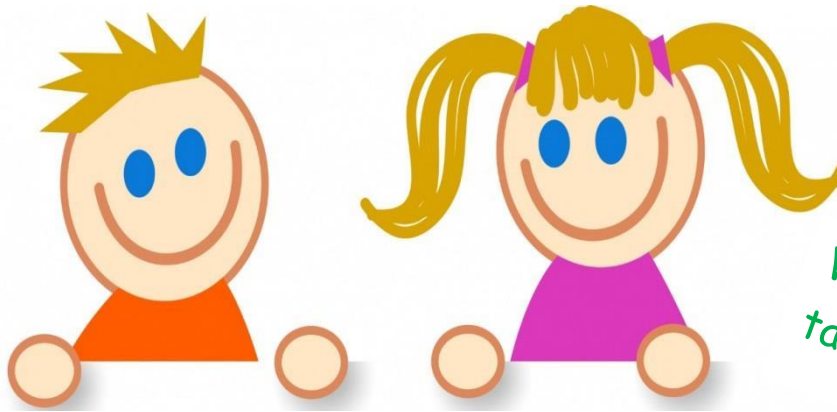


Pupils' Privacy Notice

1. What are facts about you?

*Southfields Primary School **need** to keep some of your facts.

Facts that belong to you



Your name

Your school work

Your photograph

Whether you take medicine

Your birthday

Your parent(s)/carer(s) names

Where you live

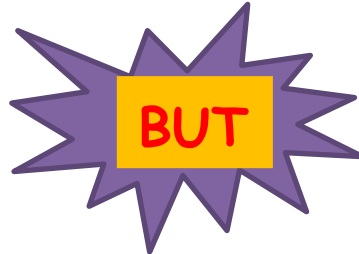
Whether you take medicine



It's like sharing a toy:

'Facts' are something that belong to you, but sometimes you need to share them.

When you get older, the school may ask if they can have your facts. If the school asks you if they can use your facts and you don't want to, sometimes you can say no!



If you do give them out, don't forget...
You can ask for them back.

2. Why do we need your facts?



3. Who can see my facts?



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

- Your teachers
- Your headteacher
- The dinner ladies
- There will be a few other important people that need to know your facts.

4. How long do we keep your facts?



We will always keep your facts for as long as you are at the school.

Sometimes, we may keep them a bit longer!

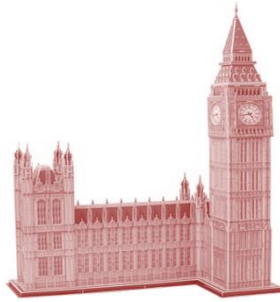
If you go to a new school, your facts will be shared with them too.

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!



6. 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

Sometimes you can ask for your
facts back if you change your mind
about giving them to us!

Can I see the
facts you have
about me?



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