

Chalkhill Primary School

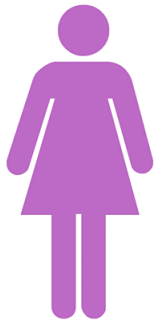


Pupil Privacy Notice

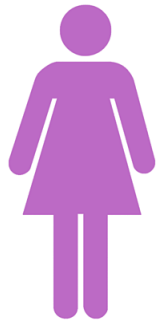
Why are we giving this to you?

This tells you how the school keeps your information safe.

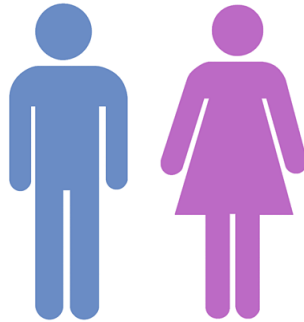
Who is involved?



Data Protection
Lead
Ms Mehta



Second Data
Protection Lead
Ms Pooja Patel



Parents
Carers
Guardians

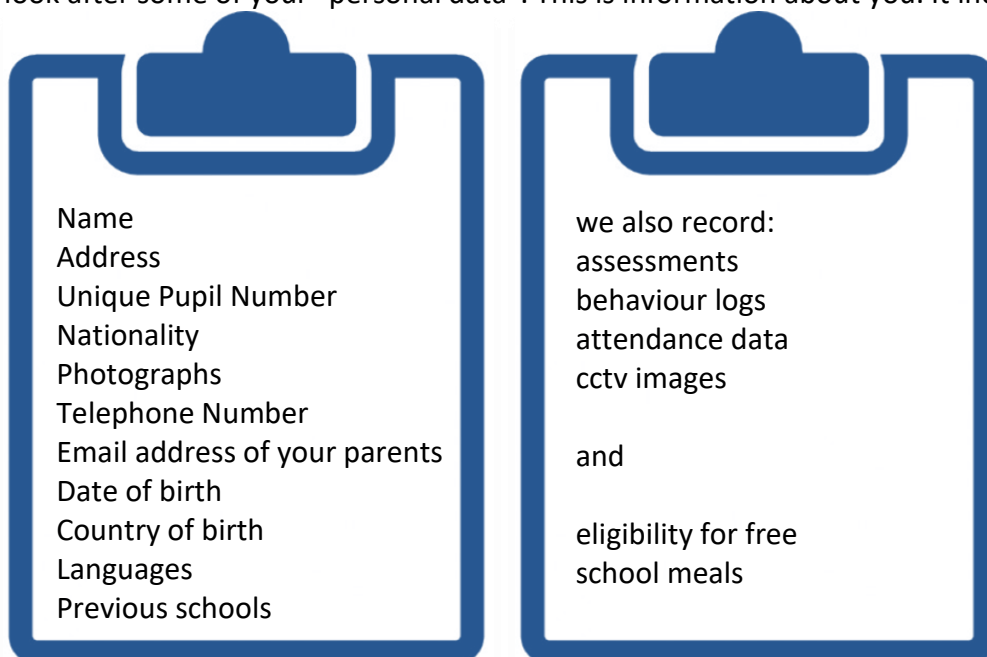


Data Protection
Officer
Mr Steve Walter

The Data Protection Officer can answer any questions you have about what the school does with your information.

Policy Statement

As a school we look after some of your “personal data”. This is information about you. It includes:



Some of your information is called “special category personal data”. We make sure that this is kept safe:

Ethnicity

Educational needs

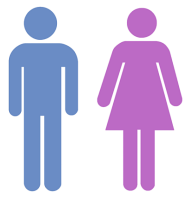


Medical information

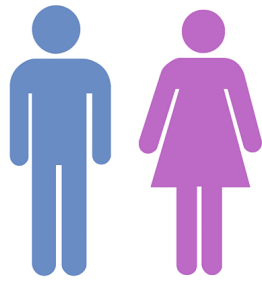
Dietary requirements

Information about your safety

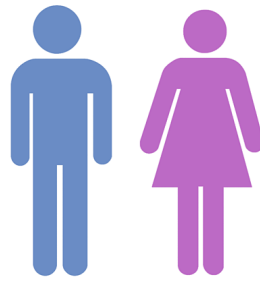
Where do we get the information from?



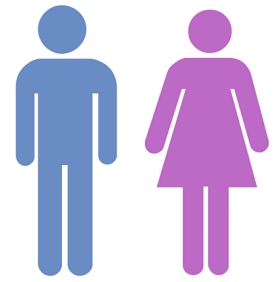
You



Your Parents



Your Teachers



Other people like
doctors

Why do we collect and use this information?

- To give you a good education
- To get you support when you need it
- To make sure everyone is treated fairly and equally
- To keep you safe
- To deal with emergencies involving you
- To celebrate your achievements
- To give your parents support

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

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How long will we hold information in relation to our pupils?



We will hold your information only for as long as necessary.
Where you change school we will pass your information to your new school.

Who will we share pupil information with?



Other schools
or companies
in education



The Government

Keeping your information safe

- all devices are password protected
- that virus protection and monitoring software is regularly updated.
- no data leaves the school site unless on encrypted USB stick
- third party organisation have rigorous protection for any data they hold
- staff are trained in handling data and making
- lost data is reported immediately

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this, or ask for any changes to be made, you should contact your class teacher, Ms Mehta or Ms Pooja Patel.

Concerns

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school Data Protection Leads are

Ms Mehta mehtaf@chalkhill.brent.sch.uk **Ms Pooja Patel** patelp@chalkhill.brent.sch.uk

Our data protection officer: **Deepti Bal.** dpo.bal@bsp.London

For any unresolved complaints you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF