



# Newington Community Primary School

## Privacy Notice - Pupil

At Newington Community Primary School, we want to make sure you enjoy learning and feel safe. To do this, we need to know a few things about you. Just like you have a locker for your PE kit and coats, we have a "digital locker" for your information.

### 1. What is "Personal Information"?

Personal information is anything that describes who you are. We look after things like:

- Your **name** and where you live.
- Your **birthday**.
- Who your **parents or carers** are and how to call them.
- Your **photos** (like your school portrait).
- Your **grades** and how you are doing in class.
- Any **allergies** or medicine you need to stay healthy.

### 2. Why Do We Need It?

We keep this information to make sure:

- We can teach you the right things.
- We know who to call if you feel poorly or get a bump on the playground.
- Your teachers can plan fun lessons that help you learn best.

### 3. Who Sees Your Information?

We are very careful about who we show your information to. Usually, it is just your **teachers** and the **people who work in the school office**.

Sometimes, we have to share it with other grown-ups, like:

- **Doctors or nurses** if you need help staying healthy.
- **Other schools**, if you move to a new house or go to secondary school.
- **The Government**, because they like to know how all the children in the country are doing.

### 4. Keeping It Safe

We keep your information locked away safely. Only the people who need to see it are allowed to look at it. When you leave our school, we usually send your information to your next school so they can help you too.

## 5. It's Your Information!

Because this information is about *you*, you have special "superpowers":

- **The Power to See:** You can ask us what we know about you.
- **The Power to Fix:** If we have your birthday wrong or spell your name incorrectly, tell us and we will fix it!
- **The Power to Ask:** If you are worried about why we have a photo of you or a piece of your work, you can always ask your teacher.

## 6. Any Questions?

If you want to know more, you can talk to your teacher or ask your parents to talk to our **Data Protection Officer**. Their job is to be the "Guardians of Information" at our school.

- **Guardian of Information Name:** Ceri Stammers - School Business Manager
- **Where to find them:** Business Manager Office, SLT Corridor