

# **Pupils' Privacy Notice**

Stivichall Primary School, Coat of Arms Bridge Road, Coventry CV3 6PY needs to keep some of your facts

1. What are facts about you?

#### Facts that belong to you

Your name
Your school
Your school
grades

your photograph
photograph



Your birthday

Whether you take medicine

Where you

parent(s)/carer(s)

#### 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?





To make sure we have al the facts we need to make sure you're learning and growing!







#### 3. Who can see my facts?



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

- Your teachers
- Your teaching assistants
- Your headteacher
- The dinner ladies
- The staff in the school office
- 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.

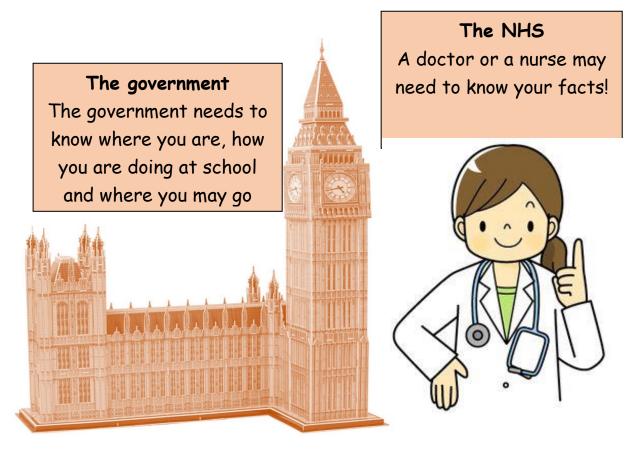
## 5. Do we share your details?

## 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!





#### 6. What can I do about it?



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

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