



St Osburg's Catholic Primary School

Pupil' Privacy Notice



To look after you and keep you safe St Osburg's School needs to keep information on you in a secure file.

What are facts about you?

Your name

Where you live

Your school work

Whether you take medicine

Your parent(s)/carer(s) names

Your photograph

Your birthday

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!

BUT... If you do say yes, don't forget...
You can ask for them back!



2. Why do we need your facts?

To help you get
better if you are sick



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



To enable us to reach
your parents or carers in
an emergency



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 next!



The NHS

A doctor or a nurse may need to know your facts!



Sometimes we just have to
share your facts!

Sometimes you can say you don't
want us to have them,
when we ask for them!

Can I see the
facts you have
about me?

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

