Child-friendly GDPR privacy notice

What is a privacy notice?

There is a law that keeps your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with information that belongs to you.
We collect some information about our pupils, like you. It's our job to tell you how we collect the information, how we record it and how we use it.
In this notice, you will see different names or terms used that you may not be familiar with, such as:
Data controller: This person (or group of people, like a school) is in charge of the information we collect.
Data processor: This person processes information for us.
Data protection officer (DPO): This person makes sure we do everything the law says. The school's DPO is Craig Holden. The Deputy DPO is Mrs Speakman
Personal data: This means any information that can be used to identify someone, such as your address and date of birth.

Who looks after your information?

The school is the data controller of the personal information you give us – we look at how and why your information is collected and used.
Sometimes the school has to give your information to other people, such as the government, but we will only give away your information when you say it's ok or when the law says that we have to. When we give your data to someone else, they must look after it and keep it safe.

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To support your learning
- To monitor and report on your progress
- To provide appropriate support
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep you safe

How do we collect your information?

These are the ways we use to collect your information:

- School registration forms
- Information sent from your old school (sometimes called a common transfer file (CTF))

What information do we collect?

The categories of information that the school collects, holds and shares include the following:

Your personal information

This is things like your name and address.

Your characteristics

This means information about you, like where you're from, what language you speak and things like that.

Your attendance information

We record how many times you missed school and why you couldn't come to school.

Your assessment information

We collect your test results when you sit a big test or exam.

Some of your medical information

We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.

Your special educational needs

We collect information that helps us to teach you better, such as any special educational needs you may have.

Your safeguarding information

We record important information that helps us to keep you safe from harm.

Behavioural information

We record the number of times you've been excluded and why.

Photography

Using photographs of you counts as processing your personal data. Before we take or use any photographs, we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website, for example.

Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not.
When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the thing we needed it for. We have rules that tell us when to keep it and when we should safely bin it.

Will your information be shared?

We won't share your information with anyone else without your permission, unless the law and our rules say we can or should. We may share information with:

- The local authority (the people who help the school)
- The NHS (your doctor and the local hospital)
- The Department for Education

Sometimes we have to share your information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE). They may ask us to share things like:

- Pupils on roll at the school
- Attendance figures
- Performance data

They store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and pupils like you. But don't worry, the way we share data and the place we store data is very safe and your information won't get lost or given to anyone who shouldn't have it.

Once you reach the age of 13, we have to pass on certain information to the people in charge of local schools called the local authority.

Once you reach the age of 13, we have to pass on certain information to youth support services, who are responsible for the education or training of 13-to-19-year-olds.

We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you're from and things like that.

Your parents can ask us to only share your name, address and date of birth, and nothing else, by informing Mrs Speakman at school. When you're 16, it's up to you to decide what information you want to share.

What are your rights?

You and your parents have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- Say no to direct marketing (people trying to sell you things)
- Stop people using your information for scientific, research or statistical purposes

You also have the right **not** to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you and your education based only on what a computer tells us. We will always think carefully about these decisions to make sure you're treated fairly.
If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to Mrs Speakman at school, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat.

Would you like to know more?

If you or your parents would like to find out more information about how we and/or the DfE collect, use and store your personal information, please contact Mrs Speakman on 01942 255339.

Will you need to read this again?

Sometimes we need to change this privacy notice, so it's important that you take a look every now and then to make sure you're happy with it. Please visit our website www.hindleyjandi.co.uk

The last time we changed this privacy notice was June 2026. We will review this policy again in June 2027.

Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, Mrs Speakman will be happy to help you.