**ALVANLEY AND MANLEY VILLAGE SCHOOL**

**General Data Protection Regulation GDPR**

**Privacy Notice for Pupils**

We aim to provide the very best education for every child within our care which for us means that we want the children to achieve to the best of their ability, to be happy, confident members of their school and to develop a love of learning. We believe that children achieve their best when they are joyful learners, and only through recognising and nurturing their individual strengths and talents can a love of learning grow. Both schools are busy, happy places with wonderful learning opportunities for the

 children.

**Introduction**

Everybody has a right to have their personal information kept confidential, this includes the children who attend both schools and their families. Our schools are committed to protecting pupils’ and families’ privacy. These rights are also part of the law, the General Data Protection Regulation.

**Why do we keep data?**

Our schools use data (personal information) for the following main reasons:

* To record who is on each school roll (our admissions)
* To record school attendance
* To assess how well pupils are attaining and to predict how they might attain in the future
* To help keep children safe and healthy (protecting pupils’ welfare).
* To make sure that we give equal treatment to all children
* To arrange activities beyond the school day (after school clubs, for example)

Our schools receive this data; work with it, store it and share it with others on the legal basis of *Public Task*. This means that these activities are tasks that each school has to carry out.

Each school will ask families for *consent* to our using other data, such your photograph.

**Keeping your information private**

Each school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

* Prevent any data being lost
* Prevent any data being stolen
* Prevent data from being deleted inappropriately
* Prevent data being seen by people who have no right to see it
* Prevent data being altered inappropriately

To help keep children safe it is important that the adults looking after you know if there are any health issues that you might have. Although we will share this information, we will only share it with people who need to know it to keep you safe and healthy.

Both schools has asked Mr Thapar to look after pupils’ information. We have also appointed a *Data Protection Officer* who advises and visits the schools. He is Mr Stygall who works for a company called Safeguarding Monitor. He has been a head teacher.

The Governing Body has a governor who also looks after pupils’ information, his name is Mr Wilde.

**Pupils’ Data**

The sort of data that is personal and which should be kept private includes:

* Your full name and address and your family details
* Anything to do with your health and your welfare
* Anything to do with your religion (if you follow a religion) and your ethnicity
* How you are getting on in school

Each school will expect every pupil to play their part in protecting other people’s personal information (or data) which is why we ask all the children in Key Stage 2 to sign an Acceptable Use Policy. You have the *right* to have your data kept confidential and you have the *duty* to maintain other people’s confidentiality.

Each school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

Signed ………………………………………. Dated ……………………