



### **What does the word privacy mean?**

The word privacy means you have the right ([Article 16](#)) to decide what information you would or would not like other people to know about you.

At Star Primary School, we sometimes have to **ask for, collect and keep** information about you such as:

- Your name, address and date of birth
- How well you score on assessment tests
- Whether you have a free school meal
- How well you behave in school
- Information about your safety at home and at school

Sometimes we ask for, collect and keep **'special'** data about you too such as:

- If you have an illness or have any medicines you need to take or are allergic to something. Sometimes we might ask for a photograph if you have a severe allergy so our staff can identify you more easily.
- If you have a special educational need and need help with your learning
- If you have a physical disability and need help to move around the school building
- If you have a religious belief, your ethnicity and your race

### **Why do we collect this information?**

- to help you with your learning, emotions and behaviours
- to keep an eye on your progress and let your parents / carers know how well you are doing in school
- to check what we are doing well and what we can do to improve our services to you

That's a lot of information but we look after it very carefully and follow **government laws** to keep your information safe.

### **Who do we get the information from and who do we share it with?**

Most of the information that we collect is given to us by yourself or your parents / carers. We can also get information from the Department for Education, Newham Council as well as any schools you went to before. We sometimes need to share your information with these people too.

### **How long do we keep your data for?**

We only keep your information for as long as necessary in order to complete the task we need your information for.

### **What rights do you have over your information?**

- You have the right to know what information we ask for, collect and keep as well as who we share it with.
- You have the right to ask for access to your personal data. You can ask any adult in school to help you with this.
- You have the right to ask for your information to be erased when it is no longer needed.
- You have the right to say we cannot have your information.