

## Child Friendly Privacy Notice - What We Do With Your Information

Welcome! This notice explains how Culford School collects and uses information about you. We know that privacy is important, so we've made this as easy to understand as possible.

At the end of this policy there is a comic strip may also help to explain how we manage your personal information as well as your right.

### 1. Who Are We?

We are Culford School (sometimes called "the School"). We are responsible for looking after your personal information as a pupil.

- **Our Address:** Culford School, Culford, Bury St Edmunds, Suffolk, IP28 6TX
- **Our Data Protection Lead (DPL):** Head of Compliance
- **DPL Contact Email:** [compliance@culford.co.uk](mailto:compliance@culford.co.uk)

### 2. What Information Do We Collect About You?

We collect information so we can teach you, look after you, and keep you safe. This is called your **personal data**.

Here are some examples of the types of information we keep:

- **Your Basics:** Your name, address, date of birth, year group, and photo.
- **Your Learning:** Your schoolwork, test results, reports, and details about your progress.
- **Your Health & Well-being:** Information about any medical conditions, allergies, or if you need extra support. We only share this with people who need to know to keep you safe.
- **Your Behaviour:** Records of merits, rewards, or any times you might have broken a school rule.
- **How We Contact You:** Details for your parents/guardian (like their names, phone numbers, and emails).
- **Photos and Videos:** We sometimes take pictures or videos of school events, sports, or assemblies. We always ask your parents if this is okay first.

### 3. Why Do We Need This Information? (Our Reasons)

The law says we must have a good reason to keep your information. Here are our main reasons:

Why We Need Your Data	What We Use It For
To Educate You	To plan lessons, check your work, track your progress, and help you get good grades.
To Look After You (Safeguarding)	To make sure you are safe at all times, especially on school trips or if you are unwell.
To Run the School	To manage the timetable, track attendance, and follow school rules.

Why We Need Your Data	What We Use It For
<b>To Keep In Touch</b>	To send reports, newsletters, or emergency updates to your parents/carers.
<b>The Law</b>	The government asks schools to send them certain information (like attendance records).

#### 4. Who Do We Share Your Information With?

Sometimes we need to share some of your information with other trusted people or organisations, but we only share what is necessary.

- **Your Parents/Carers:** We share your reports, progress, and important health/safety updates.
- **The Government/Local Authority:** We send required data, like attendance information or if we have a concern about your wellbeing.
- **Medical Professionals:** If you are sick or hurt, we might need to share medical information with doctors, nurses, or the hospital.
- **Cloud Services:** We use safe online tools (like Google, Microsoft 365, or specialized learning apps) to help you learn. These companies keep your data safe and private.

**We never sell your personal information to anyone.**

#### 5. How Long Do We Keep Your Information?

We only keep your information for as long as we need it for the reasons explained above.

- **While you are a pupil:** We keep most of your data before you start your first day at school and during your time at school.
- **After you leave:** We have to keep some records (like your academic results and safeguarding files) for a period of time, as required by law. Once we don't need it anymore, we destroy it safely.

#### 6. Your Rights (The Things You Can Ask For)

You and your parents have rights over your personal data. If you want to know more, you can talk to your teacher or ask your parents to contact the Data Protection Lead.

What You Can Ask For	What This Means
<b>To See It</b>	You can ask to see the information we hold about you.
<b>To Fix It</b>	If you think any of your information is wrong, you can ask us to correct it.
<b>To Stop Using It</b>	In certain situations, you can ask us to stop using or erase some of your data.
<b>To Say No</b>	You can say no to us using your data for certain things (like non-essential marketing photos).

#### 7. What Happens If You Have a Question or Complaint?

If you or your parents/carers are worried about how we use your information, please talk to:

1. **Your Teacher**
2. **The School's Data Protection Lead (DPL)** (Contact details are at the top of this notice.)

If you are still unhappy, you can contact the Information Commissioner's Office (ICO). They are the UK's independent authority for data protection.

- **ICO Website:** [www.ico.org.uk](http://www.ico.org.uk)

# CHILD-FRIENDLY PRIVACY NOTE

We are about to discuss how we manage your personal information as well as your rights.

## WHO WE ARE?

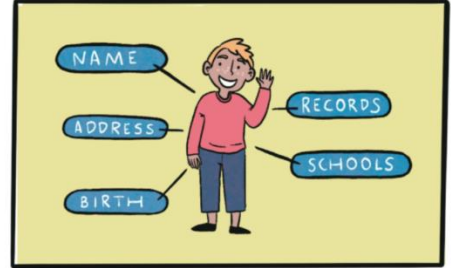


We are your school and we are responsible for your data.

## WHAT IS PERSONAL DATA?



Personal data is information about you, for example, your name, where you live, your date of birth, your address.



It includes other information we collect to help us deliver your education such as the records on when you were at school and your well-being.

## WHY ARE WE COLLECTING YOUR PERSONAL DATA?



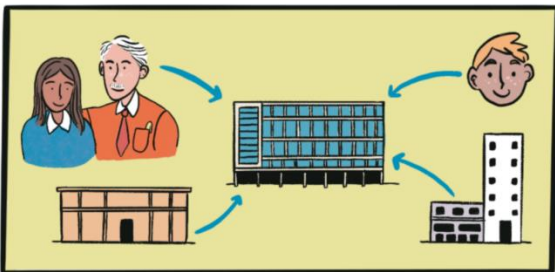
We have to collect some data so that we can make sure your time at school and how well you do here is recorded properly.

This helps us make sure the school runs properly. Sometimes the government will also ask us for information about who is at the school and their exam results.



This will not be just you but all children in the country.

## WHERE DO WE GET IT FROM?



Some of the information comes from your family when you start school. Sometimes it comes from the local authority or another school you were at previously.



And some of it comes from you, such as the school work you do and your exam results.

THIS IS INFORMATION REGARDING YOUR PRIVATE, PERSONAL DATA.

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## WHAT DO WE USE IT FOR?



We use your data to teach you as well as we can and in order to keep you safe.



For example, If you were ill and we did not have your medical details or parents contact details we would not be able to help you in an emergency or if you were ill.

## WHERE IS MY DATA?



We keep your data on systems at the school and on websites that we have checked to make sure they are safe. Only people who work for us or those we give permission to can see it.

HOW LONG DO YOU KEEP MY DATA?



We keep it only as long as we need it, or as long as the law says we must keep it. When we don't need it we get rid of it. That might mean we destroy it, or we might send it to your next school so they can know about you.

DO I NEED TO DO ANYTHING?

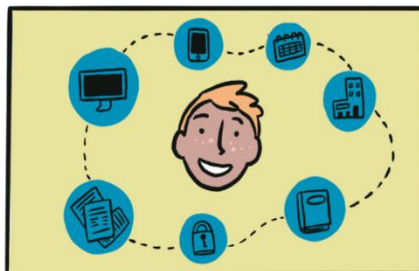


No. We let your parents and carers know about the data we need. Sometimes we need their permission and they can say no. We tell them even more about how we use your data.

## WHAT ARE MY RIGHTS?



You have the same rights as grown-ups: knowing what data we have about you, the right to correct anything that's wrong and more.



Most of the time your parents and carers will look after your rights until you are 12 or 13 years old. We also work with a data protection officer to make sure that we look after your data properly.

## CAN I FIND OUT MORE?



Yes, ask any of your teachers if you have any questions and they will help you find out the answers.



We have provided your parents and carers with more information on what we do with your data.