



CHRIST THE KING RC PRIMARY SCHOOL

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How We Use Your Child's Information

Privacy Notice for Pupils – Short Notice

Christ the King Catholic Primary School

April 2018

Pupil Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your child's personal information and **what** we do with that information.

Personal information is information that identifies your child's child and relates to them. For example, information about how well they are doing at the School and any information that we need to take care of them. Photographs and videos of your child's child also count as their personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the School's website and can be found here <http://www.christtheking-wilts.co.uk/policies/>. You can also obtain a copy of the full privacy notice by asking your child's parents or carers to contact the School or by speaking to your child's class teacher.

The full version includes additional points, such as:

- the rights you have in your child's information including what decisions you can make about the information;
- for how long the School retains your child's personal information; and
- our legal bases for using your child's personal information.

Our primary reason for using your child's personal information is to provide them with an education.

We set out below examples of the different ways in which we use your child's personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you, your child's teachers and other pupils. Your child's old school also gives us information about them so that we can teach and care for them.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after them.

- We may need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that they attend the School, if they leave the School or let them know if we have any concerns about your child's welfare.
- We will share your child's academic and (where fair) your child's behaviour records with you so that you can support your child's schooling.
- We may use photographs or videos of them for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after they have left the School. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We may keep details of your child's address when you leave so we can send you [• the insert alumni magazine name] and find out how you are getting on. [• We may also pass your child's details onto the alumni organisation which is called [• please complete]. Further information on the alumni association can be found here [• insert link]].

If you have any questions about how we use your child's personal information, please speak to [• your child's class teacher].