

Crowton Christ Church C.E. Primary School:
Child-Friendly GDPR Privacy Notice



What's this about?

A law is in place that keeps your information safe. Things like:

- your address
- date of birth
- your pupil number
- your attendance at school and reasons for being off
- your medical needs
- your special educational needs
- your assessments and progress
- your behaviour

The school and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with yours. We collect some information about our pupils, like you. It's our job to tell you how we will collect the information, how we will record it and how we will 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 the data controller (like Miss Hill, Mrs Waring or Mrs Jackson).
Data Protection Officer (DPO)	These are the people who make sure we do everything the law says. The school's DPO is Cheshire West and Chester
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 it will only give away your information when you say it's ok or when the law says that they have to. When your data is given 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 help with lessons
- To assess the quality of our service
- To support your medical needs
- To support your special educational needs
- To comply with the law regarding data sharing
- It is part of a school's duty of care

What information do we collect?

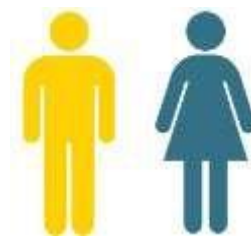
The categories of information that the school collects, holds and shares include the following:

Your personal information

This is things like your name and address.

Your characteristics

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



language

Your attendance information

We will also 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 teach you better, such as any special educational needs you may have.