

Privacy Notice – Child Friendly



Hillcross Primary School

Nurturing our children to think critically and creatively within a collaborative community .

Why we keep personal information about you?



We aim to give you the best possible care. To do this we must keep records about you and the care and opportunities we offer you.

What information do we keep about you?



The information we hold may include your name, where you live and your next of kin, your attendance at school, your attainment and progress data, your educational and medical needs and your dietary requirements. This includes information such as the library books we have loaned you.

How do we use your information?



We hold information about you securely. We use it to help us deliver our services, including education and keeping you safe.

Sometimes we have to share information we have about you. For example:

- To help us to teach and look after you
- When our school is inspected
- When you take part in some of extra curricular activities
- Sometimes we may need to share your information if you are at risk of harm to yourself or others
- If police or a court of law has asked for information

How do we collect information about you?



We collect information that you tell us and that your family tells us. We also hold information from other organisations, such as previous educational settings or your doctor if they tell us. We use this to provide our care and services to you.

How long do we keep your information for?



We keep your information for as long as it is needed to help you, or as long as the law needs us to.

Who can see the information we keep?

Your information is only seen by people have permission such as the Local Authority or a social worker.

Your rights



We only keep information about you that we really need

We do not share it unless we have to

The law gives you the right to know what information we hold about you and to have a copy of this information

There are some other rights you have, such as having incorrect information about you corrected

For more information speak to a Senior Leader