



Information for Pupils

How we use information about you. This is called a 'Privacy Notice.'

The School keeps information about you to help us to help you to learn and to keep you safe.

We keep information such as:

- ◆ Your name
- ◆ Your birthday
- ◆ Where you live
- ◆ Who you live with
- ◆ If you have any medical conditions
 - ◆ If you have any allergies
- ◆ Who we can call if you are poorly or have an accident in School
 - ◆ If you have any religious beliefs
- ◆ How well you are doing in your lessons

We keep this information safe and share it sometimes. We share the information with other schools if you leave Heron Cross Primary School, and with the Local Authority and the Government.

There are lots of legal reasons that we have to do this and when we move our information, we do that securely to keep the information safe.

You can ask to see all of the information that we keep about you.

The School employs somebody called a 'Data Protection Officer' who checks that we are keeping your information safe. Our Data Protection Officer is SBM Services (UK) limited
12, Park Lane Business Centre, Park Lane, Langham, Colchester, Essex CO4 5WR

If you want any help in understanding this information, or you have any questions, you can ask your class teacher or Mrs. Shenton.

