St John Henry Newman

Catholic Primary School

Pupil Privacy Notice

Approved: September 2026

Next Review Date: September 2028

1. Your information matters

We collect information about you because you are a pupil at St John Henry Newman Catholic Primary School.

The law says that we must look after your information carefully and explain to you what we do with it.

This notice explains:

- what information we have about you;
- why we use it;
- who we share it with;
- how we keep it safe;
- how long we keep it; and
- what you can do if you have a question or concern.

You have rights over your personal information, just like adults do.

2. What information do we have about you?

We may have information such as:

- your name;
- your birthday;
- your address;
- your parents' or carers' contact details;
- your emergency contacts;
- your school records;
- your attendance;
- your work and assessment results;
- information about your reading, writing and maths;
- information about your behaviour;
- information about your special educational needs or disabilities;
- information about your health or medical needs;
- information that helps us keep you safe;

- information about support you receive;
- photographs and videos;
- information about trips, clubs and activities;
- information about how you use school computers and online systems; and
- other information we need to help you learn and stay safe.

Some information is more sensitive than other information. We take extra care with information about your health, disability, beliefs, ethnicity and safeguarding.

3. Where do we get your information?

We usually get information from you or from your parent or carer.

We may also receive information from:

- your previous school;
- another school when you move schools;
- teachers and other school staff;
- doctors and other health professionals;
- social workers;
- Peterborough City Council or another local authority;
- the Department for Education;
- other professionals who support you; and
- organisations that work with the school.

4. Why do we use your information?

We use your information so that we can:

Help you learn

We use information about you to:

- plan your learning;
- understand what you know and can do;
- check your progress;

- provide support or extra challenge;
- carry out assessments; and
- report to your parents or carers.

Keep you safe

We use information to:

- protect you from harm;
- respond to concerns about your safety or wellbeing;
- support your health and medical needs;
- help us understand what support you need;
- work with other people who help keep children safe; and
- deal with emergencies.

Run the school

We use information to:

- record attendance;
- organise trips and activities;
- manage school clubs;
- keep school records;
- organise exams and assessments;
- communicate with your family; and
- meet the rules that schools have to follow.

5. Why are we allowed to use your information?

Schools cannot simply use information whenever they want.

We need a legal reason to use your information.

Most often, we use your information because:

- the law says we have to;
- we need it to carry out our job as a school in the public interest;
- we need it to keep you or someone else safe; or

- you or your parent/carer have given permission for a particular use.

Sometimes there may be more than one legal reason.

When we use information about your health, disability, beliefs or other sensitive information, there are additional rules that we have to follow.

6. Who might we share your information with?

We only share your information when there is a lawful reason to do so.

This might include sharing information with:

- your parents or carers, where appropriate;
- another school when you move;
- Peterborough City Council or another local authority;
- the Department for Education;
- Ofsted;
- health services;
- social workers;
- safeguarding services;
- the police;
- courts or tribunals;
- organisations that provide services to the school;
- examination and assessment organisations; and
- professionals who are supporting you.

We only share information that is necessary for the reason we are sharing it.

Sometimes we may need to share information without asking your permission first, especially where this is necessary to keep you or someone else safe.

7. The Department for Education

Schools have to send some pupil information to the Department for Education.

This can include information collected through statutory returns such as the **school census** and, where relevant, the **early years census**, as well as other required education data collections.

Some information is stored by the Department for Education in the **National Pupil Database**.

The Department for Education uses this information to help:

- understand education in England;
- plan and fund education;
- monitor how education is working;
- carry out research; and
- produce statistics.

The Department for Education publishes its own privacy information about how it uses children's information.

8. Photos and videos

Sometimes we take photographs or videos of you.

We may do this for:

- learning;
- school records;
- performances and events;
- trips;
- sport;
- celebrating your achievements;
- school displays;
- newsletters;
- the school website; or
- other school activities.

Photos and videos that can identify you are personal information.

We will check what permissions apply before using or publishing images.

You should tell an adult in school if you are worried about a photograph or video of you.

9. Computers, internet, filtering and monitoring

When you use school computers, tablets, networks or online systems, some information about your use may be recorded.

The school uses **filtering and monitoring** to help keep pupils safe online.

Depending on the system, this could include:

- websites you visit;
- things you search for;
- files or content;
- online activity;
- messages or chats;
- alerts about potentially harmful content; and
- information identified by the school's online safety systems.

The purpose is to help stop you seeing harmful or illegal material and to help adults identify concerns that may affect your safety.

Only authorised staff and relevant technical support staff can access monitoring information.

If a monitoring alert raises a safeguarding concern, information may be given to the safeguarding team.

10. Artificial intelligence and online tools

The school may sometimes use approved digital tools, including tools that use artificial intelligence.

These tools may help with learning, teaching or school administration.

We will take care to protect your personal information when using these systems.

Your personal or confidential information should not be entered into an AI system unless the school has checked that it is safe and lawful to do so.

11. How long do we keep your information?

We keep information only for as long as we need it.

Different information has different retention periods.

Our **Data Retention Policy and Data Retention Schedule** explain how long different types of information are kept.

Some information may need to be kept for a long time, particularly information about:

- your education;
- safeguarding;
- attendance;
- important school records; or
- legal requirements.

When information is no longer needed, it will be securely deleted or destroyed.

12. Your rights

You have rights over your personal information.

Depending on the circumstances, you may be able to:

- ask what information we have about you;
- ask to see your information;
- ask us to correct information that is wrong;
- ask us to delete information in some circumstances;
- ask us to stop using information in some circumstances;
- object to some uses of your information; and
- raise a concern about how we are using your information.

Some of these rights have exceptions, so we may not always be able to do what you ask.

13. Can I see my information?

Yes. You can ask to see information that the school holds about you.

You can ask an adult you trust to help you.

You can speak to:

- your class teacher;
- another trusted adult in school;

- the Headteacher; or
- the school's Data Protection Officer.

Your parent or carer may also ask for information about you, but this does not automatically mean they can see everything we hold about you.

We may consider your age, understanding, wishes, confidentiality and safety when deciding how a request should be handled.

14. Who looks after your information?

Everyone at school has a responsibility to protect your information.

The school is the **data controller**.

Our Data Protection Officer is:

The ICT Service
Email: **dpo@theictservice.org.uk**
Telephone: **0300 300 0000, option 1**

You can also speak to:

St John Henry Newman Catholic Primary School
Aqua Drive
Hampton Water
Peterborough
PE7 8QL

Telephone: **01733 304533**
Email: **office@stjhn.org.uk**

15. What if I am worried?

If you are worried about the way we are using your information, tell an adult you trust.

You could speak to:

- your teacher;
- your parent or carer;
- a member of the pastoral team;
- the Designated Safeguarding Lead;
- the Headteacher; or

- the Data Protection Officer.

We will listen to your concern and help you understand what is happening.

You can also complain to the **Information Commissioner's Office (ICO)**.

16. Remember

Your information belongs to you.

We use it because we need it to **help you learn, keep you safe and run your school properly**.

We will always aim to use your information fairly, keep it secure and only keep it for as long as we need it.

You can ask questions about your information at any time.