Pupil Privacy Notice

In your journey through School, [INSERT SCHOOL NAME] collect your **personal information** and use it to make sure that we can help you **learn** and keep you **safe** at school. We collect things such as your name, address, date of birth, as well as important information like medical details (i.e. your allergies).
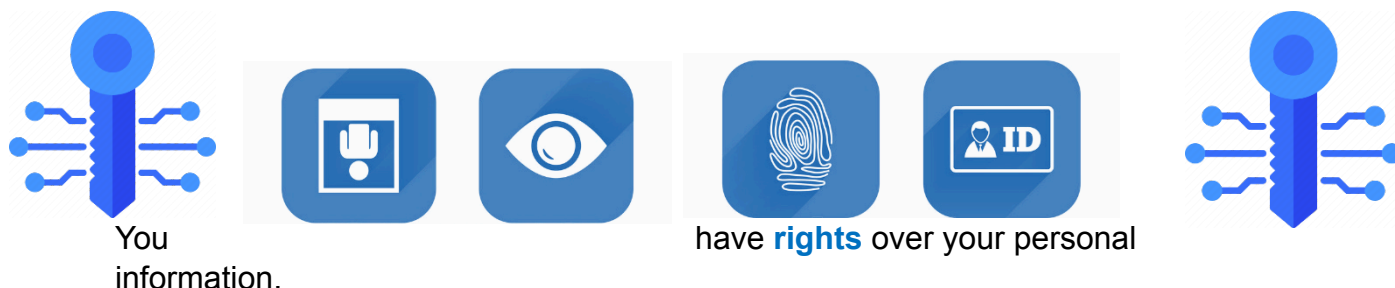
We will only collect and use your personal information when the law tells us to or when your parents or guardians allow us to (with their **consent)**, for example, when we want to tell people how good you've been, or how well you've done at something (like a sporting activity!).

We get information about you from different places, such as an old School you went to before joining our School or your **Doctor** about any medical conditions we need to know about. We will only share it with people who work in places that need it, like **Powys County**

Council, who need it to comply with their legal duties, an **App company**, who need it to make their app work for you or the **Secondary School** that you will be joining.

We will keep your personal information **safe and secure** while you are a pupil at our school as well as after you leave for no longer than required. We will not share your personal information with people who don't need it!

You have **rights** over your personal information.

For example, you can **ask to see it** or **ask us to correct** something that is wrong, or even **delete it**. You also have the **right to complain** if you don't like how the School uses your personal information.

We would happily help you understand these and the other rights and help you exercise them correctly.

You should talk to your class teacher or headteacher if you feel you want more information or help with your rights (or more information on anything in this privacy notice).

Sometimes, we won't be able to correct or delete your personal data when you have asked but we will always explain why.

If you didn't want to speak to us about this though, you can talk to the **Information Commissioner (ICO)** who will help you to raise a concern:

- Report a concern online at https://ico.org.uk/concerns/

- Or write to:

Information Commissioner's Office
2nd floor
Churchill House
Churchill way
Cardiff
CF10 2HH
Tel: 0330 414 6421
Email: wales@ico.org.uk