



Holbrook Primary School

Pupils' Privacy Notice

1. What are facts about you?

<insert school name and address> need to keep some of your facts.

**Facts that belong to you**

Your name  
Your school  
grades  
Your  
photograph



Whether you  
take medicine

Where you  
live  
Your  
parent(s)/carer(s)  
names



**It's like sharing a toy:**

'Facts' are something that belong to you,

Your birthday but

sometimes you need to share them.



When you get older, the school may ask if they can have your facts. If the school asks you if they can use your facts and you don't want to, sometimes you can say no!



If you do give them out, don't forget...  
You can ask for them back.

## 2. Why do we need your facts?

To help you  
get better if  
you get sick.



To make sure we have all  
the facts we need to  
make sure you're  
learning and growing!



To keep you  
safe!





### 3. Who can see my facts?

People who look after you in school and need to know your details, like:

- Your teachers
- Your headteacher
- The dinner ladies
- There will be a few other important people that need to know your facts.

### 4. How long do we keep your facts?



We will always keep your facts safe for as long as you are at the school.

Sometimes, we may keep them a bit longer!

If you go to a new school, your facts will be shared with them too.

## 5. Do we share your details?

We have to share your details with these people:

Your new school

### 5. What can I do about it?

will have to send over your facts to the new school!



The government

The government needs to know where you are, how you are doing at school and where you may go next!



The NHS

A doctor or a nurse may need to know your facts!



Sometimes we just have to have and share your facts!

Sometimes you can say you don't want us to have them, when we ask for them!

Sometimes you can ask for your facts back if you change your mind about giving them to us!



Can I see the facts you have about me?

But you can always ask for the facts we keep about you!