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GLUSBURN COMMUNITY PRIMARY AND NURSERY SCHOOL

Privacy notice for pupils

Issue date 1st September 2026

This notice is for children at our school, including nursery children. Personal information means information about you. This notice explains how we use it. You can ask a teacher or a trusted adult to read it with you. The parent and guardian notices give more detail.

What we know about you

We keep your name, birthday, address and information about the adults who care for you. We keep information about your learning, attendance, school meals, behaviour and activities. We also keep information about any help you need, your health and things we need to know to keep you safe. Sometimes we keep photographs, videos or work you have made.

Where information comes from

You, your parents or carers and your teachers give us information. We may also receive it from your old school, the council, health professionals or people who help keep children safe.

Why we use it

We use information to teach you, help you learn, look after you, arrange meals and trips, and contact the adults who care for you. Some laws tell us to collect and share information. Other laws allow us to use it to do our job as a school. We have extra rules for information about health or other sensitive matters.

We do not usually need permission to use information for teaching or keeping you safe. For optional uses, such as certain photographs for publicity, we ask for permission when needed. You can say no to optional uses. Tell a teacher or the school office if you want permission to be taken back.

Who can see it

Only people who need information to do their job should see it. We may share relevant information with your next school, the council, school health professionals and people who keep children safe. We send some information, such as names, attendance and learning results, to the Department for Education because the law requires it. Companies helping us run school systems may handle information for us.

Keeping information safe

We keep information in protected school systems and secure paper records. We keep it for different lengths of time, depending on what it is needed for and what the law says. Some records go to your next school. We safely remove information when it is no longer needed. Your teacher or the office can explain this to you. [Before publication, add a child-friendly explanation of any overseas processing identified in the other notices and confirm whether any important decisions about pupils are made entirely by computers.]



You have rights

You can ask what information we have about you, ask to see it and ask us to fix mistakes. Sometimes you can ask us to delete information or stop using it. We may need to keep some information to teach you or keep you safe. We will explain why in words you understand.

You can object

You can tell us if you think we should stop using information to do our job as a school. We must listen and consider your reasons. Speak to your teacher, a trusted adult or the school office.

Who can help

Glusburn Community Primary School is responsible for your school information. Ask your teacher or contact the school office at Colne Road, Glusburn, BD20 8PJ, admin@glusburn.n-yorks.sch.uk or 01535 632145.

Our information adviser is the Schools Data Protection Officer at Veritau. You or a trusted adult can email schoolsDPO@veritau.co.uk or call 01609 532526. Say that you attend Glusburn Community Primary School. If you are worried, tell a teacher, the office or our information adviser. You can also ask the Information Commissioner's Office for help at ico.org.uk/make-a-complaint or 0303 123 1113. We review this notice each year and explain important changes.

