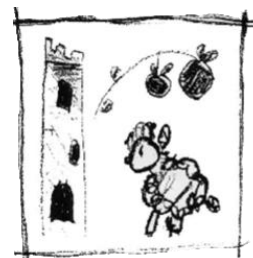


Pupil Privacy Notice

Date Approved: September 2026

Review Date: September 2027



Your Information – What You Need to Know

At Risby CEVC Primary School, we keep information about you so we can help you learn, keep you safe and make sure our school runs properly.

We look after your information carefully and only use it when we need to.

What information do we keep?

We may keep information such as:

- Your name
- Your date of birth
- Your address
- Your emergency contacts
- Your attendance
- Your learning and assessment information
- Information about your health where needed
- Information to help keep you safe
- Photographs (where appropriate)

Why do we keep it?

We use your information to:

- Help you learn and achieve your best.
- Keep you safe and healthy.
- Contact your parents or carers if needed.
- Organise school activities and trips.
- Meet our legal responsibilities.
- Make sure the school is running properly.

Who can see your information?

Only people who need your information to do their job can see it.

Sometimes we have to share information with organisations such as:

Inspired by the Parable of the Sower (Matthew 13), Risby CEVC Primary School provides the good soil where every child can Believe, Grow and Shine, flourishing in God's love.

- Suffolk County Council
- The Department for Education (DfE)
- Doctors or nurses if needed
- Other schools if you move school
- People helping to keep children safe

We only share information when we are allowed to and when it is necessary.

How do we keep it safe?

We protect your information by:

- Keeping computers secure.
- Locking away paper records.
- Only allowing authorised adults to see your information.
- Training staff to keep information safe.

Your Rights

Your information belongs to you.

Depending on your age and understanding, you may have the right to:

- Ask what information we hold about you.
- Ask us to correct information if it is wrong.
- Ask questions about how we use your information.

If you want to know more, you can speak to your teacher, your parents or carers, or the Headteacher.

Need Help?

If you have any questions about your information, you can speak to:

- Your class teacher
- The Headteacher
- Your parents or carers

They will be happy to explain things to you.

This Privacy Notice will be reviewed every year or sooner if the law changes.

Inspired by the Parable of the Sower (Matthew 13), Risby CEVC Primary School provides the good soil where every child can Believe, Grow and Shine, flourishing in God's love.