

CHILD FRIENDLY PRIVACY NOTICE

Brockmoor Primary School • Brierley Hill Primary School



POLICY OWNER	Senior Leadership Team
APPROVED BY	Governing Body
APPROVAL DATE	September 2026
REVIEW DATE	September 2027 or earlier if guidance changes
REVIEW CYCLE	Annual

Aspiration and opportunity for every child

What is this about?

When you come to Brockmoor Primary School or Brierley Hill Primary School, we need to know some things about you so that we can teach you, look after you and keep you safe. This page explains what we do with that information.

What might we know about you?

- your name, birthday and who looks after you
- how to contact your family
- your attendance
- your learning, work and assessments
- things that help us support you in class
- health, allergies or medical needs
- information that helps us keep you safe
- your behaviour and wellbeing
- photos or videos when these are used appropriately

Why do we use it?

- to teach you and help you learn
- to know when you need extra help
- to keep you safe and healthy
- to tell your family how you are getting on
- to make sure the school is working well
- because there are some things schools have to record or share by law

Who might we share it with?

We do not tell everybody your information. We only share it when there is a proper reason. This can include people in school who need to know, your next school, Dudley Council, the Department for Education, health or SEND professionals, and people whose job is to help keep children safe.

How do we keep it safe?

We use secure systems and rules about who can see information. Adults working in school must look after your information carefully.

Can I ask what you know about me?

Yes. You have rights over information about you. You can talk to a trusted adult in school or ask the school office if you want to know more, think something is wrong, or are worried about how your information is being used.

Who helps the school with data protection?

Our Data Protection Officer is the YourIG Data Protection Officer Service at Dudley MBC. They help the schools make sure personal information is used properly.

The important bit

Your information belongs to you. We should only use it for a proper reason, keep it safe and explain what we are doing in a way you can understand.