



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

CHILD FRIENDLY PRIVACY NOTICE

Why do we keep information about you?

Old Buckenham Hall keep information about you so that we can give you the best possible care whilst you are here, supporting your learning, keep you safe, help you to be happy and contact your parents or carers if we need to.

What information do we keep?

We only keep information about you that we really need. We need to know things like your name, where you live and how to contact your parents or carers. We also need to know about any health needs you may have or what foods you may or may not be able to eat. Sometimes we may take photos of you to show your parents or that you can look at the next time you are here.

How do we collect information about you?

We ask your parents or carers for information about you as well as talking to you. We will also receive information from your previous school.

How do we use your information?

We use your information to get to know you so that we can look after you properly and assist your full participation in the classroom and the wider school. We only share your information with people who NEED to know it to keep you safe and happy.

Where do we keep your information?

Some of your information is kept on our computers and some is written down. We follow rules to make sure your information is kept safe and that it isn't shared with anyone it shouldn't be.

How long do we keep your information for?

After you stop coming to Old Buckenham Hall, we only keep your information for as long as the law says we need to. More information about the type of data and how long we hold it can be found in our GDPR Policy on our website.

Your rights

The law says you have a right to know what information we hold about you and that you can have a copy of this information. You should speak with your parent or carer if you wish to have this information. You also have some other rights which you can talk to your teacher about if you would like to.