



**Springfield  
Primary**

PART OF:  
**challenger** multi-academy trust

**Springfield Primary**

Orchard Street  
Kempston, Bedford  
Bedfordshire  
MK42 7LJ

**telephone:** (01234) 306000

**Head of School:** Mrs Claire Andrews  
candrews@springfieldprimarieschool.org.uk

**email:**  
office@springfieldprimarieschool.org.uk

**website:**  
www.springfieldprimarieschool.org.uk

5<sup>th</sup> June 2018

Dear Parent/ Carer

## Protecting your privacy

### Why are we getting in touch?

Data regulations are changing. As we currently hold aspects of your personal data we are legally required to let you know that we have updated our data protection and privacy policies.

Your privacy is very important to us and we take our responsibility regarding the security of your personal information very seriously.

We are committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it.

### What's Changed?

We're not changing how we use or collect your information. Rather, our updated policy more clearly explains how, why, where and when we store and process your data, and also reflects your rights under the new General Data Protection Regulations (GDPR) which came into force across Europe on 25<sup>th</sup> May 2018. If you have any questions about this, please visit our website or contact the Trust or school directly.

### What should you do?

Don't worry – you don't have to do a thing right now but if you'd like to find out more you can do so by contacting your Class Teacher/Form Tutor.





**Springfield**  
Primary

PART OF:  
**challenger** multi-academy trust

**Springfield Primary**

Orchard Street  
Kempston, Bedford  
Bedfordshire  
MK42 7LJ

**telephone:** (01234) 306000

**Head of School:** Mrs Claire Andrews  
candrews@springfieldprimarieschool.org.uk

**email:**  
office@springfieldprimarieschool.org.uk

**website:**  
www.springfieldprimarieschool.org.uk

## Pupil Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information.

The Academy is part of Challenger Multi Academy Trust (the **Trust**). The Trust operates the Academy and is ultimately responsible for how the Academy handles your personal information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at the Academy and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the Academy's website and can be found here <http://springfieldprimarieschool.org.uk/>. You can also obtain a copy of the full privacy notice by asking your parents or carers to contact the Academy or by speaking to your form tutor.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long the Academy retains your personal information; and
- our legal grounds for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you, your parents or carers, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the Academy, if you leave the Academy or let them know if we have any concerns about your welfare.





**Springfield**  
Primary

PART OF:  
**challenger** multi-academy trust

**Springfield Primary**

Orchard Street  
Kempston, Bedford  
Bedfordshire  
MK42 7LJ

**telephone:** (01234) 306000

**Head of School:** Mrs Claire Andrews  
candrews@springfieldprimarieschool.org.uk

**email:**  
office@springfieldprimarieschool.org.uk

**website:**  
www.springfieldprimarieschool.org.uk

- We will share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We may use photographs or videos of you for the Academy's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the Academy. We may continue to use these photographs and videos after you have left the Academy. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the Academy site is safe. CCTV is not used in private areas such as changing rooms.
- We will send you information to keep you up to date with what is happening at the Academy. For example, by sending you information about events and activities taking place (including fundraising events) and the Academy newsletter.
- We may keep details of your address when you leave so we can find out how you are getting on.
- If you have any questions about how we use your personal information, please speak to your form tutor or class teacher. Alternatively, you can speak to your parents or carers who will talk to us on your behalf.

Mrs Claire Andrews  
Head of School

