



How we use your personal data

Who are we?

- We are your school
- We help you learn, keep you safe, and help you prepare for the future
- To do this, we need to use information about you
- This information is called your **personal data**

How do we collect your personal data?

- We collect information from you and your family
- We may also get information from other people, such as the Council, your doctor, or social worker if you have one

How long do we keep your data?

- We only keep your data for as long as we need to
- If you go to another school, we will pass everything to them
- Sometimes we must keep data for a bit longer, but only if the law allows us to do this

What personal data do we use?

- This includes your name, where you live, who looks after you, your health, and how you are doing at school
- We may also use photos of you

How do we use your personal data?

- We always keep your data safe and hold it securely
- Sometimes we must share it with other people, such as the Council, the Government, exam boards and inspectors
- We might also share it with other schools or people who help us organise school trips
- Sometimes we need to share your data with trusted people if you are at risk of harm

What rights do I have?

- You have the right to know what personal data we hold, and you can have a copy of it
- If you want to know more about your rights, **ask the school office**