



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**.