# Child Friendly Privacy Notice

1. **Who are we?**
   We are your school. We help you learn and prepare you for the future.





2. **Why do we keep personal information about you?**
   We use the information to teach you and keep you safe.

3. **What information do we keep about you?**
   It includes your name, where you live, who looks after you outside school, your health, and what you have learned.





**4. How do we collect information about you?**
We collect information from you and your family. We also get information from others, for example your council, doctor or social worker if they tell us.

5. **How do we use your information?**
   We securely hold information about you so that we can teach you and keep you safe. Sometimes we have to share information about you. For example:
   - The Government Department for Education and Local Authority
   - With Examination Boards and Inspectors
   - When you take part in some of our activities – such as residential trips
   - Sometimes we may need to share your information if you are at risk of harm to yourself or others





**6. How long do we keep your information?**
We keep your information as long as we need to help you or as long as the law needs us to.

7. **Your rights**
   - We only keep information about you that we really need
   - We do not share it unless we have to
   - You have the right to know what we hold about you and have a copy
   - You can have incorrect information corrected



For more information please speak to the school office.