# 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.