

## WHAT IS THIS POLICY?

Our school has a Privacy Policy for staff, families, and our Academy Council. This child friendly policy is written for **you**, in a way that makes sense to you, and is much shorter.

## WHAT IS IT FOR?

This policy is to help you to understand that as a school we hold very important information about you and your family. We must look after this information and ensure it is safe.

## WHAT IS PERSONAL DATA?

Personal data, or your important information, is anything that can be used by another person to identify who you are, how old you are, where you live, how to contact you by phone and who is in your family.

## WHAT PERSONAL DATA DO WE HAVE ABOUT YOU?

We hold personal data, important information about these things:

- Your name
- Your date of birth
- Your address
- Your assessment and test scores
- Your records of learning
- Your safeguarding information
- Your home life and family
- Your medical information
- Your attendance records
- Your photographs and videos, including CCTV footage

## WHY DO WE HAVE THIS INFORMATION ABOUT YOU?

We have a duty of care for you, to keep you safe, to teach you and help you learn and to make sure you are safe and happy at school. The law states that we need this information to know who is attending our school and to provide you with a great

education. It is most important for the school to keep you safe, and we hold this information to help us to do this.

## **WHO DOES THE SCHOOL SHARE THIS INFORMATION WITH?**

Sometimes it is important for us to share some of this information with others. This could include the Police, the National Health Service, Social Care and exam boards.

We must also share this information with the Local Authority.

## **WHERE DOES THE SCHOOL KEEP THIS DATA?**

We keep all your data very safely within the school. Your data is stored in several ways. This could be in files under lock and key or on a computer with strong security.

## **HOW LONG DOES THE SCHOOL KEEP THIS DATA FOR?**

We check all our files often to make sure we are only holding the documents and information we need. Once you leave the school, we may be required to keep some information about you for a little longer.

If you have any questions, please ask a member of the academy staff who will support you with your Data Protection concerns and then you can then talk to them about it.