**Child Friendly Privacy Notice**

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| 1. **Who are we?**   We are your school. We help you learn and prepare you for the future. |
| 1. **Why do we keep personal information about you?**   We use the information to teach you and keep you safe. |
| 1. **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. |
| 1. **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. |
| 1. **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. |