Grace Mary Child Friendly Privacy Notice

Who are we?

We are your school. We help you learn and prepare you for the future

Why do we keep personal information about you?

We use the information to teach you and to keep you safe

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

How to we collect information about you?

We collect information from you and your family. We also get information from others, for example, your council, your doctor or social worker if they tell us

How to we use your information?

We securely hold information about you so that we can teach you and keep you safe. Sometimes we must share this information about you to other people. For example:

- The Government Department for Education and Local Authority
- With Examination boards and Inspectors
- When you take part if some of the offsite activities – such as trips and residentials
- Sometimes we may need to share your information if you are at risk harm to yourself or other people

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 allows us too

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

For further information please speak to the school office

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