Student Friendly Privacy Notice

Policy owners:	**Tim Stokes**
Date:	**March 2022**
Date adopted by Trustees:	**March 2022**
Date for review:	**January 2024**

What is personal data?

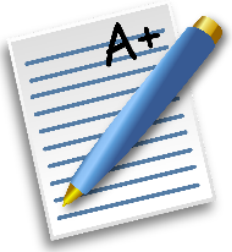
Personal data is information about you. This is information that could potentially identify you. This includes your name, your date of birth, your address and phone number.



What personal data does the school collect?

The school collects information about you including:

- Your name, address and date of birth;
- Your assessment information and records of your learning;
- Safeguarding information;
- Medical information;
- Attendance records;
- Photographs, videos and CCTV;
- Information about your homelife.



Why does the school need this information?

In law, we have a duty of care to you. 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 your information with?

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

We must also share this information with the Local Authority where you live (for example Surrey or Hampshire County Council).



We may also share your information with other schools and colleges you may wish to attend



Where does the school keep this data?

We keep all of your data very safely within the school and stored in a number of 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.



If you have any questions, please contact Jane Pickup in the school office at info@carwarden.surrey.sch.uk or the school's Data Protection Officer, Judicium Education at dataservices@judicium.com .

