



## Privacy Notice Limpsfield Grange Students

This notice is to help you to understand **how** and **why** Limpsfield Grange School collects your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

### What is 'personal information'?

This is information that the School holds about you and which identifies you and includes your name, date of birth and address as well as things like exam results, medical details, special educational needs and behaviour records.

### How and why does the School collect and use personal information?

We use this information for your education, you and your parents/carers give us lots of information when you start school, and we also get information from your doctor and other professionals which helps us to look after you.

We will only share information with other people and organisations when we have good reason to do so.

### The lawful basis on which we use this information

We will only use your information when the law allows us to.

### Storing student data

We keep your information for as long as we need in order to educate and look after you. We will keep some information after you have left the school so that we can find out what happened if you make a complaint. Information about how long we keep information is in our Data Retention Policy on the school website. [www.limpsfieldgrange.co.uk](http://www.limpsfieldgrange.co.uk)

### What decisions can you make about your information?

You can ask us to correct any information that is incorrect. You can ask us about the information we hold about you and have a copy, you can also ask us to delete the information when we no longer need it.

We have appointed a Data Protection Officer (DPO) to help us with data protection. If you have any questions about the information we keep about you then speak to the School Business Manager, if she is unable to help then she will contact the Data Protection Officer on your behalf.

Data Controller Name: Craig Stilwell

Data Controller Details: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Data Controller Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

If you think that we have not acted properly when using your personal information then you can contact the Information Commissioner's Office <https://ico.org.uk/concerns>