



Privacy Notice Limpsfield Grange Students

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

What is 'personal data'?

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, provide you with an education and keep you safe.

Who does the school share your data with?

It is important for us to share some of this information with the Police, NHS and exam boards, we must also share this information with the local authority. We share information with other schools and colleges that you may wish to attend.

Storing student data

We keep this data within the school in files under lock and key or on our computer network with strong security.

We keep your information for as long as we need to 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

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.

If you have any concerns please contact the School Business Manager of the school's Data Protection Officer, Judicium Education at 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>