LIMPSFIELD GRANGE SCHOOL
'together we make a difference'

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 that could potentially identify you. It includes your name, date of birth and address as well as exam results, safeguarding and medical information, attendance and behaviour records, special educational needs, photographs and CCTV.

How and why does the School collect and use personal information?
We have a duty of care under the law to you. The law states that we need this information to know who is attending the school and to provide you with an education. It is important for the school to keep you safe and hold this information to enable us to do this.

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 review our files to ensure we are only holding the documents we need. Once you leave the school, we are required to keep some information about you. 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 or the school's Data Protection Officer, Judicium Education at dataservices@judicium.com.