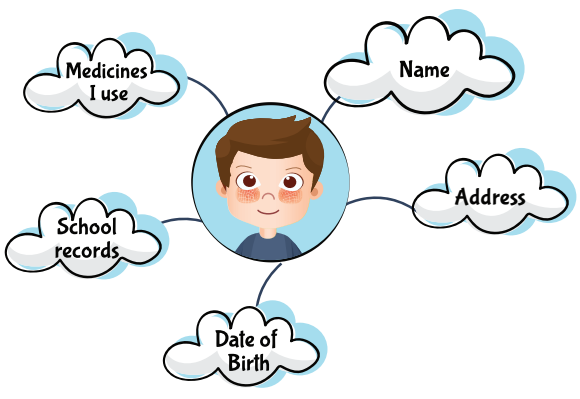
CHILD-FRIENDLY PRIVACY NOTICE

WHO WE ARE ?

We are SGS Academy Trust. We are the trust that manages your school and we are responsible for your data.

WHAT IS 'PERSONAL DATA' ?



Personal data is information about you, for example, your name, where you live, your date of birth, your address.
It includes other information we collect to help us deliver your education, for example, the records on when you were at school, how well you are doing in your learning and your well-being.

WHY ARE WE COLLECTING YOUR PERSONAL DATA ?

We have to collect some of your data so that we can make sure your time at school and how well you do here is recorded properly.

Sometimes the government will also ask us for information about who is at the school and their exam results. This will not be just you but all children in the country.

WHERE DO WE GET IT FROM ?

Some of the information comes from your family when you start school. Sometimes it comes from the local authority or another school you were at previously. And some of it comes from you, such as the school work you do and your exam results.

WHAT DO WE USE IT FOR ?

We use your data to teach you as well as we can and to keep you safe. For example, If you were ill and we did not have your medical details or parents contact details we would not be able to help you in an emergency or if you were ill.

WHERE IS MY DATA? WHO CAN SEE IT ?

We keep your data on systems at the school and on websites that we have checked to make sure they are safe. Only people who work for us or those we give permission to can see it.

HOW LONG DO YOU KEEP MY DATA ?

We keep it only as long as we need it, or as long as the law says we must keep it. When we don't need it we get rid of it. That might mean we destroy it, or we might send it to your next school so they can know about you.

DO I NEED TO DO ANYTHING ?

No. We let your parents and carers know about the data we need. Sometimes we need their permission and they can say no. We tell them even more about how we use your data.

WHAT ARE MY RIGHTS ?

You have the same rights as grown-ups. These include knowing what data we have about you, the right to correct anything that's wrong and more. Most of the time your parents and carers will look after your rights until you are 12 or 13 years of age.
We also work with a data protection officer to make sure that we look after your data properly.

CAN I FIND OUT MORE ?

Yes, ask any your teacher if you have any questions and they will help you find out the answers. Or we have provided your parents and carers with more information on what we do with your data.