

# Privacy Notice

The Pegasus School is part of the SGS Academy Trust which is responsible for the personal data that we hold about you.



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## What is Personal Data?

Personal data is information about you, for example: your name, your date of birth and where you live.

It includes the other information that we have collected about you to help us teach you and to keep you safe. For example: information about your attendance, how well you are doing with your learning and information about your well-being.



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## Why do we collect your Personal Data?

We have to collect some information about you so that we can make sure that you get the most out of your time at school.

Sometimes the Government will also ask us for information about who is at school and how well they are doing with their learning. This will not be just about you but all children in the country.



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## Where do we collect Personal Data from?

Some of the information we collect comes from you and your family, when you start at school. Sometimes information may come from your previous school or the local council.

During your time at school we will also collect data from you, for example: if you are absent will we collect information about the reason for your absence.

We will also collect data about your school work and any tests or exams that you do.



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## What do we use your Personal Data for?

We use your data to teach you as well as we can, and to keep you safe while you are at school.

For example: if you are unwell, we will use personal data to let your parents know.



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## Where is my Personal Data and who can see it?

We keep all of your personal information (and everyone else's) safe and secure on our systems. Sometimes we add your data to other systems that are outside of your school but we only do this once we're sure that it will be safe.

Only people who work at your school can see your personal information. If we really need to share your personal information with someone else, we'll take the right steps to make sure that your personal information is safe and secure.



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## How long do we keep Personal Data for?

We only keep personal information for as long as we need it, or for as long as the law says we have to keep it. When we don't need it anymore we will delete it or we may send it to your next school.



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## Do I need to do anything?

We will let your parents know if we need any more personal information about you. Sometimes we will need their permission and they can always say no.

Never give your personal information to anyone you don't know and trust. If anyone you don't know asks you for your personal data you should tell your parents or teacher right away.



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## What are my rights?

You have the same rights as adults do. These include knowing what information we have about you and the right to correct anything that's wrong. Most of the time your parents will look after your rights for you.

We also have a Data Protection Officer who makes sure that we look after your personal information properly.



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## Can I find out more?

Yes, you can ask your teacher or your Headteacher if you have any questions and they will help you to find out the answers. We have also told your parents what we do with your personal information and they know how to contact us if they want to.