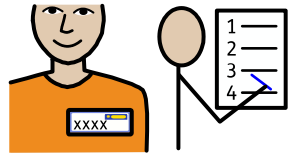




The school collects, stores and uses personal information about you



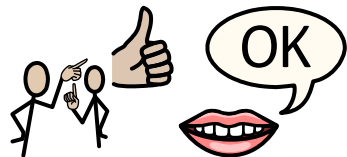
This can be your name, age, how often you come to school and other information about you



Other special information could be about your family, medical conditions or extra support you might need



We need to have this information so we can help you learn and look after you at school




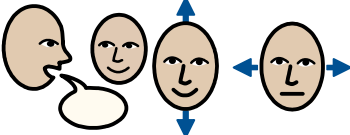
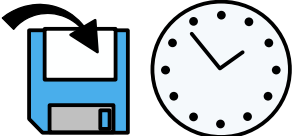


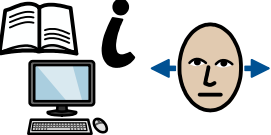
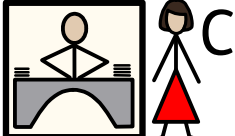

We can only keep your information if we have a good reason to do this



This is called a Lawful Basis.



We would need to have a very good reason to use your special information

	<p>Or we might ask you or your parent or carer before we use it.</p>
	<p>Some information we need you to tell us, and other information you don't have to tell us</p>
	<p>We won't keep the information about you for longer than we need to</p>
	<p>We will only share the information with other people if it is necessary and we are allowed to do so</p>
	<p>You can ask us what information we hold about you and who we have shared it with</p>
	<p>You can also tell us which ways you don't want your information used</p>
	<p>Our Data Protection Officer is called Yvonne Rogers</p>
	<p>You can contact her at dpo@corbetstey.havering.sch.uk if you are unhappy about how we are using your information</p>