



Privacy Notice: Student Version

What information do we collect and keep about you?

1. Who you are.

- Your name and age.
- Your address and phone details.
- Who we contact in an emergency.
- Your first language, nationality and ethnicity
- Whether you have free school meals

2. Your time at the school.

- Attendance-lesson registers
- Behaviour and achievement points
- Reports that teachers write about you
- Test scores and grades- what you achieve and were expected to achieve

3. Keeping you safe.

- Medical information
- Anything that teachers write down if they are worried about you

Why do we keep it?

The government asks us to keep the information above to make sure that you are taught well and kept safe.

Why are we allowed to do it?

The law lets us keep information if it helps to teach effectively. The law also makes schools record information about keeping you safe.

Who do we share it with and why?

We share your information with the government who need it to check that you have been taught well.

What are your rights?

You are allowed to know what information we keep about you and what we do with that information.

In the first instance contact Mr Williams at bwilliams@trinitysevenoaks.com or in G3.

You can also contact the Data Protection Officer at dpo@trinitysevenoaks.com