

# Respectful

## Of ourselves and other people

We use KIND words about ourselves and each other

I make safe choices

Mistakes are a part of learning. It's OK to make them!

We respect each other's opinion and feelings

Sometimes we get things wrong, but we try to put things right. Together we find solutions.

I know (and staff know) my triggers and try ways to re-regulate

We celebrate each other's differences

We respect the school environment

I have an adult that I trust that I can talk to

# Safe

We keep ourselves and other people safe

# Privacy Notice

# Student Friendly

Date Policy Adopted: September 2023

Date Reviewed: September 2025

Date for next review: September 2026

Agreed by student council

# 1

## What is personal data?

Personal data is information about you. This is information that could potentially identify you. This includes your name, your date of birth, your address and phone number.



# 2

## What personal data does the school collect?

The school collects information about you including:

- Your name, address and date of birth;
- Your assessment information and records of your learning; ➤  
Safeguarding information;
- Medical information;
- Attendance records;
- photographs, videos and CCTV;
- Information about your home life.



# 3

## Why does the school need this information?

In law, we have a duty of care to you. The law states that we need this information to know who is attending our school and to provide you with a great education.

It is most important for the school to keep you safe and we hold this information to help us to do this.

# 4

## Who does the school share your information with?

Sometimes it is important for us to share some of this information with others. This could include the Police, the NHS, Social Care and exam boards.

We must also share this information with the Local Authority where you live (for example Bristol)

We may also share your information with other schools and colleges you may wish to attend.

## Where does the school keep this data?

5

We keep all of your data very safely within the school and stored in a number of ways. This could be in files under lock and key or on a computer with strong security.



6

## How long does the school keep this data for?

We check all our files often to make sure we are only holding the documents and information we need. Once you leave the school, we may be required to keep some information about you.

If you have any questions please ask the Safeguarding Team

## Safeguarding Team



**Liam Olpin**  
Designated Safeguarding lead



**Clara White**  
Deputy Designated  
Safeguarding Lead



**Nat Sweet**  
Principal