

## **Privacy Notice for Pupils and Students under 13**

This privacy notice explains how we use information about you and what we do with it. The information is called 'personal data' or 'personal information'.

### **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.

### **Who we are**

You already know that your school is called Victor Seymour Infants' School and that it is part of the Greenshaw Learning Trust and we have to tell you that the Greenshaw Learning Trust is the organisation which is in charge of your personal information. This means that the Greenshaw Learning Trust is called the Data Controller.

The postal address of the Greenshaw Learning Trust is:

Grennell Road  
Sutton  
SM1 3DY

Alternatively, you can email us at [info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)

If you want to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at reception or send one by post to:

Alix Hammond-Edis  
Job Title - Data Protection Lead Contact/School Operations Manager  
Victor Seymour Infants' School  
Denmark Road  
Carshalton  
Surrey  
SM5 2JE  
Telephone Number - 0208 647 9800

### **What Personal Data does School Collect?**

- Your information, including your name, address and date of birth;
- Your school grades and records;
- Safeguarding information;
- Medical information;
- Attendance records;
- Photographs and CCTV;
- Information about your homelife.

**Why does School need this Information?**

We have a duty of care under the law to you. The law states that we need this information to know who is attending the school and to provide you with an education.

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

**Who does School Share Your Data With?**

It is important for us to share some of this information with the police, the NHS and exam boards.

We must also share this information with the local authority.

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

**Where does School Keep this Data?**

We keep this data within the school, in a large manner of ways. This could be in files under lock and key or on a computer with strong security.

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

We often review our files to ensure we are only holding the documents we need. Once you leave the school, we may be required to keep some information about you.

If you have any questions, please contact Alix Hammond-Edis or the school's data protection officer, Judicium Education at [dataservices@judicium.com](mailto:dataservices@judicium.com).

**Last Updated**

We may need to update this privacy notice so we recommend that you check this information from time to time. This version was last updated 16 Dec 2022.

