

# Davenant Foundation School



## Your Information

## Your Rights

## Easy Read Version

This leaflet describes how Davenant Foundation School collects, uses, retains and discloses personal information. Different organisations sometimes use different terms and it can be referred to as a privacy statement, a fair processing notice or privacy policy.





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## Who are we?

We deliver Educational services, our ethos is based firmly on the commitment to "nurture mind, body and spirit" and, therefore, we work hard to ensure each student not only achieves their potential but also has a range of opportunities to be enriched and to enjoy new experiences away from the classroom.

## Why we keep personal information about you.

We aim to provide you with the best possible educational services. To do this, we must keep records about you and the educational services we give you.

# What information do we keep about you?

The information we hold may include:

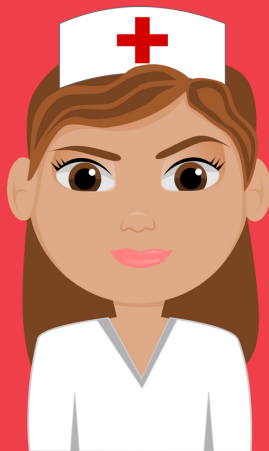
**Your name, where you live and your next of kin.**

**Your school attendance, your admission number and any emergency contacts for you.**

**Your medical and behavioural information and if you have any special educational needs.**

**Your photograph, biometric information (a small section of your fingerprint), your religion and your ethnicity.**





# HOW DO WE COLLECT INFORMATION ABOUT YOU?

**Information you tell us:**

**HELLO**  
my name is

**Information others tell us:**



**Information we receive from other schools or health care providers:**

Sometimes other schools or health care providers will send us information about you, such as whether you have any new medical conditions. We need to know your information is correct so we can give you the right care.

# How do we use your information?

We hold information about you so that we can deliver educational services to you on behalf of the Department for Education.

Sometimes we have to tell other organisations relevant information, but we only do this if it's absolutely necessary.

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## Times that might happen:

Sometimes we may need to share your information if you are at risk of harm to yourself or others



Starting or changing schools



The School census



The police have asked for your Information to detect or investigate a Serious crime. We will always ask you for your permission if we are able to.



# How long do we keep your information for?

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## **Children's Records:**

Up to your 25th birthday, but  
in some special cases we  
may need to keep it longer.



# Who can see your information?

Your information is only seen by those involved in your education, such as a teacher, teaching assistant or administration staff, for example: the reception staff.

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# Your Rights:

We only keep the information about you that we really need and we keep this information safely. We don't share it unless we have to.

The law gives you the right to know what information we hold about you, and to have a copy of this information. There are also some other rights that you have under the law, such as having any information we hold about you that is incorrect, updated.

If you would like to find out more, please visit our website at: [www.davenantschool.co.uk](http://www.davenantschool.co.uk)

