

# Sutton Green

# Your Information



## **What is personal information?**

Personal information is any information that Sutton Green holds about you.

## **Why do we hold personal information about you?**

We only collect your information when we need it to help us do our job in educating you or to follow the law.

## **What will we do with your personal information?**

We use it to keep you safe, support your learning and to follow the law.

## **Who will we give your personal information to?**

Sometimes the school has to give your information to other people, such as the school nurse and the council, but only when you say its ok or when the law says that we have to.

## **Can you see the personal information we hold about you?**

Yes, you can speak to Miss Dunning who is the school Data Guardian and will be able to help you.

## **Where can you find out more about what we do with your personal information?**

You can visit our school website [www.suttongreen.org.uk](http://www.suttongreen.org.uk) or email the school's Data Protection Officer Martin Waters at [schooldpo@cheshirewestandchester.gov.uk](mailto:schooldpo@cheshirewestandchester.gov.uk)