Fourfields: How We Keep Stuff We Know About You Safe!

As a school we have laws to follow to keep what we know about you safe.

We know things about you which you may not want other people to know. This could be your address, phone number, religion, diet, test results and other education related information.

Your Mum and / or Dad are aware of what we hold and may have even given the school consent to use your photo and your fingerprints in school.

Your teacher and the school will always treat **your** information as important and only share it where they are allowed to do so. We will also keep it secure – which means we will use computer passwords or locks and keys to hold your information to keep it safe. We also won't keep it any longer than we need it.

If you are ever unhappy about this (perhaps a photo didn't catch you in a good light!) you can speak with your teacher and we will not use it unless there is an important reason to do so. If your Mum and / or Dad find the things we know about you are wrong, they can ask us to change it or even erase it.