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| Version | Author | Policy approved by | Approval date | Review date | Changes made? |
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| V1 | Information Governance Team | Information Governance Team | 15.06.2018 | 1.09.2019 | No Changes |
| V2 | Information Governance  Team | Information Governance Team | 01.09.2019 | 01.09.2020 | No Changes |
| V3 | Information Governance Team | Information Governance Team | 23.09.2020 | 01.09.2021 | Annual review |

St Bernadette's collects data from staff, parents and pupils in order to support learning and the delivery of education, monitor pupil progress, provide the appropriate level of care and to comply with statutory obligations.

Some of the personal data held is obtained directly from the parents and pupils, and some information is received from the council and other third party organisations.

Where necessary information may be shared with other organisations to assist us in providing education. Personal data will only be kept for as long as the law specifies, or where unspecified personal data will be kept for the length of time determined by our business requirements.

St Bernadette's are committed to protecting personal data from security threats, whether internal or external, deliberate or accidental.

You can learn more about how we use personal and special data by visiting our website.