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All data is kept to help you and keep you safe. We only keep data that will help the school to assist you as you progress.

Sometimes teachers leave and other teachers join the school. The new teachers need to know all about you so that they can continue to look after you and your progress.

When you move to the next part of Caterham School, your new teachers there will need the data too.

In the main administrative offices we also keep cardboard files where paper data, such as letters or forms about you are kept in locked filing cabinets. Each pupil has their own cardboard file.

You know that your form teacher takes the register every morning and every afternoon. This is the law. The registers are part of the iSAMS system and the information about your attendance is secure in there.

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We take our responsibility to look after your personal data very seriously. If you have any questions about your personal data at school you are welcome to ask any member of staff about it.

You should also take great care of your personal data. Be very careful who you give your personal details to, especially when you are using a computer, a tablet or a phone online.

Last Reviewed Date: May 2021