



Statement of Fair Processing

Approved by:

Date: June 2023

Last reviewed on: Sept 21

Next review due by: June 2024

Cambridge School is committed to protecting the privacy of its staff, students and all stakeholders.

When you supply any personal information to us, we have legal obligations towards you in the way we deal with your data, as follows:

- We will hold your personal information on our systems for as long as needed, and remove it as soon as it is no longer needed.
- We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.
- We will ensure that the information you submit to us remains private, and is only used for the purposes set out below.

Fair Processing Principles

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any dispute.

All information requested is used solely for the purpose disclosed to you. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as required by law