

## PRIVACY POLICY

### HELLO, OUR NAME IS COGNITA

Nice to meet you – we're Cognita.

We are your school. We would like to tell you more about us and how we use your information.

If you need help understanding this policy, a trusted grown-up can help you read this.

### WE USE YOUR INFORMATION

Your information is sometimes called personal data, such as your name. We use information about you so that we can teach you.

YOUR NAME	YOUR GENDER	WHERE YOU LIVE
YOUR AGE	YOUR DATE OF BIRTH	YOUR LEARNING

### WHY WE USE YOUR INFORMATION

We use your information so that we can teach you, and enable you to come to school.

### WHY WE'RE ALLOWED TO USE YOUR INFORMATION

Your trusted adult (usually your mum or dad) gives their permission for us to use your information.

Or, we use your information where we are allowed to do so because of the law.

### WHERE WE GET YOUR INFORMATION FROM

- **Your trusted adult** (usually your mum or dad) provide your information to us.
- **You** such as when you speak to us.

### WHO WE GIVE YOUR INFORMATION TO

- **Your trusted adult** (usually your mum or dad).
- **Other people** who we need to help provide our lessons or online learning tools to you.

### WHY DOES THIS MATTER?

Keeping your information safe is important and there are laws which protect your information and your privacy.

The law also gives you several rights over your information. This means that you can ask that we:

- give you a **copy** of your information.
- **fix or correct** your information if it is wrong.
- **delete or remove** your information.
- **stop using** your information when we have no good reason for using it.
- **send** your information to someone else.
- **limit using** your information.

If we are unable to do what you have asked, we will explain this to you. For example, where the law prevents us from doing what you have asked for.

If you're not happy with how we have used your data, in the first instance, you can talk to us about it, or you can ask your parent or guardian to speak with us.

Or you can contact the UK's data regulator, the ICO, to complain ([www.ico.org.uk](http://www.ico.org.uk)).

#### **THIS IS A BIT BASIC FOR ME, CAN YOU GIVE ME SOME MORE DETAIL?**

Further detail can be found in our General Privacy Notice [here](#).

**Dated 06/01/2026**