

## **What is Personal Information?**

Personal information is often records that can identify and relate to a living person. This can also include information that when put together with other information can then identify a person.

## **What are Special Categories of Information?**

This is personal information that needs more protection due to its sensitivity. This information is likely to include:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data

## **How we limit the use of personal information**

Where necessary Kneesall CE Primary processes personal data to deliver our services effectively; but wherever possible, the data that we process will be anonymised, pseudonymised or de-personalised. This means the information can no longer identify a person.

When using personal data for research purposes, the data will be anonymised/pseudonymised to avoid the identification of a person, unless you have agreed that your personal information can be used for the research project.

We do not sell personal data to any other organisation for the purposes of selling products.

The law provides you with a number of rights to control the processing of your personal information: