

**POLISH SUPPLEMENTARY SCHOOL
OF MARIA KONOPNICKA
IN LONDON, WILLESDEN GREEN**

Convent of Jesus and Mary Language Collage
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Tel. 07787 11 64 14

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Data Protection Officer: Rafał Machnik



PRIVACY STATEMENT

What is a Privacy Statement?

A Privacy Statement explains what information we hold about you, why we hold it, how we protect it for you and how you can have your information removed from our records if you so wish. Here at the Polish Supplementary School of Maria Konopnicka in London, Willesden Green (Polska Szkoła Przedmiotów Ojczystych im. Marii Konopnickiej w Londynie, Willesden Green), we take your privacy seriously and will only use your personal information to administer your registration / account and to provide the products and services you have requested from us.

What information do we hold about you and why?

The information we hold about you could include information you give as when you fill in forms, subscribe to our services (such as newsletters or to attend events) or respond to email updates.

This information is important to us, because it enables us to send you news of the School and its work and let you know how you can support us and how we can support you. We predominantly contact you by email and may also do it by post or text message (SMS).

Personal Data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Information in connection with education
- Pupil and curricular records
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Information received in connection with any complaint
- Photographs
- Financial information and payment records for school fees

Why we use this data?

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Ensure the proper management of School's events and activities
- Protect pupil welfare and promote and protect health and safety
- Ensure emergency contact details are accessible
- Assess the quality of our services
- Comply with law regarding data sharing

With whom is your personal information shared?

We do not share your personal information with any third-party organisation unless you have specifically given us permission and authorization to do so.

How long do we keep your information?

We keep information for as long as we need it for the purposes for which it was collected. This will vary depending on the type of information. Personal information about pupils is stored while they are attending our School, however, we may also keep it beyond their attendance at our School if this is necessary to comply with our legal obligations. If you opt-out from School-related communications, we will keep your information to ensure we do not inadvertently contact you about it in the future. This will be reviewed annually. Once we no longer need the data, it will be securely, and safely destroyed/deleted.

What are our responsibilities and your rights?

We always take exceptional care with the information we hold about our pupils, parents and School staff. Where we contact you by email, SMS or other electronic means, we do this with your consent.

We hope that you find the information provided by school useful and up to date. However, you have the right to ask us not to use your personal information – if this is the case please contact the School's Trustees Board at: polskaszkola_willesden@hotmail.com

Please be aware that if you opt-out, you will not receive any school updates information.

You also have right to see copies of information held about you. For details on how to do this, please write to the School's Trustees Board. You can do so by writing to the email address above.

Finally, please be assured that we will under no circumstances sell or share your personal data with any commercial third party.

Complains

We take any complains about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Email: casework@ico.org.uk
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and where appropriate, notified to you by email. The policy will be reviewed annually.

Policy statement agreed on behalf of the management committee

Signed: ...A Grzybowska.....

Date:14/11/2020.....

Date implemented:	Future review dates						
	2020	2021	2022	2023	2024	2025	2026
18/11/2008							
Date reviewed	05/09/2020						
Date approved by trustees	14/11/2020						

