**Polska Szkoła im. Marii Skłodowskiej - Curie**

Farnham Road, Guildford, Surrey, GU2 4LU

# 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 Polska Szkoła im. Marii Skłodowskiej - Curie in Guildford, 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 us 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.

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 the law regarding data sharing

**With who is your personal information shared?**

We do not share your personal information with any third party organisations, 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 in order to comply with our legal obligations. If you opt-out from the School related communications we will keep your information to ensure we don't 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 and parents and School staff. Where we contact you by emailor other electronic means, we do this with your consent.

We hope that you find the information provided by the school useful and up to date. However, you have the right to ask us not to use your personal information – in this is the case please contact the School Director Marcin Nowicki by email [polishschoolguildford@gmail.com](mailto:polishschoolguildford@gmail.com)

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

You also have the right to see copies of information held about you. For details on how to do this, please write 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.

**How we store information and data?**

Hard copy data, records and personal information are stored out of sight. The only exception to this is medical information that may require immediate access during the school day.

The staff need to transport data between the school and their home in order to access it for work in the evenings and at weekends. This may also apply in cases where staff have offsite meetings, or are on school visits with pupils.

The following guidelines are in place for staff in order to reduce the risk of personal data being compromised:

* Paper copies of data or personal information should not be on view in public places or left unattended under any circumstances.
* Unwanted paper copies of data, sensitive information or pupil files should be shredded. This also applies to handwritten notes if the notes reference any other staff member or pupil by name.
* If the information is being viewed on a PC, staff must ensure that the window and documents are properly shut down before leaving the computer unattended. • Sensitive information should not be viewed on public computers.
* Any personal data on the public computers / laptop / tablet must be password protected.

These guidelines are clearly communicated to all school staff, and any person who is found to be intentionally breaching this conduct will be disciplined in line with the seriousness of their misconduct.

**Notification:**

Our data processing activities will be registered with the Information Commissioner’s Office (ICO) as required of a recognised Data Controller.

Changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.

Breaches of personal or sensitive data shall be notified within 72 hours to the individual(s) concerned and the ICO.

**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.