

## **Privacy Policy**

This privacy notice is in place to inform you of how we, Polska Sobotnia Szkoła w Rugby, may collect, use and protect your personal data.

Polska Sobotnia Szkoła w Rugby is committed to protecting any personal information you share with us.

Polska Sobotnia Szkoła w Rugby operate in accordance with the new EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) which came into effect on 25th May 2018.

## **Your Rights**

It is the right of anyone required to submit personal data to Polska Szkoła w Rugby to understand what personal information we collect and why, how we use and store that information and how we dispose of that information should your child leave the school, no longer use our services or should any of your details change.

We aim to operate fairly and with complete transparency meaning you can contact Polska Sobotnia Szkoła w Rugby at any time to confirm what personal data we hold and to ask us to remove any information you do not wish for us to have. If you ask for your data to be removed, we will keep the minimum amount of information to ensure we adhere to your request. Please note, however, that we may have a lawful reason to hold or use the personal data in question, which does not require consent.

The majority of our communications will be via email or text messages. Your email address will never be displayed within a group email. In some circumstances it will be possible to change the way we contact you, however, please note this may result in important information being missed or delayed.

It is your right to choose what communications you wish to receive from us, i.e. only information as relevant to you as an individual or company. You can opt in or out of communication for marketing purposes (such as advertising of events and workshops) at any time.

To view, update or remove any information please email [polishschool@yahoo.com](mailto:polishschool@yahoo.com). Requests for full details held by us will require proof of identity.

## **What personal information will we collect and why?**

We will not collect any information other than what is lawfully relevant to registration as a pupil at Polska Sobotnia Szkoła w Rugby or for participation in any school related event (to include but not limited to: classes, performances, celebrations, parties, workshops) with the child's safety being of paramount importance.

Information required for enrolment and participation of classes:

- Child's Full Name (so the child can be easily identified in class. This will appear on the class register so the child's attendance can be recorded for safety reasons).
- Date of Birth (to ensure children are placed in the correct class and eligible for certain exams, events, competitions, workshops, etc. where an age limit applies)
- Contact Name of Parent/Guardian (so we know the legally responsible adult who should be contacted in regard to the child's participation in classes and events, for contacting in an emergency situation)
- Address (sometimes it may be necessary to send letters and other information via post)
- Telephone Number (in order to contact the responsible parent/guardian in relation to child's participation in Polska Sobotnia Szkoła w Rugby classes and events and for emergency and medical situations that may arise in class – for instance if the child becomes unwell and we need to contact you to collect them from class early)
- Medical Information (to ensure the child is kept safe and healthy within class and so that relevant information can be shared with paramedics or medical professionals should an emergency situation arise. **It is the parent/guardian's responsibility to keep Polska Sobotnia Szkoła w Rugby informed and up to date with all relevant medical information, including injuries and both physical and psychological conditions.**

### **Who will we share your information with?**

The School will ensure your personal details will always be treated in strict confidence and will not be passed on or sold to any other organisation or third party (including other members of the school) without your consent or without a legitimate reason as is lawful and relevant to your child's enrolment (see below).

On occasion it may be necessary to disclose student information to a 3<sup>rd</sup> party, for example for exams and events:

All personal information collected is accessible by the headteacher and your child's teacher. All collected information is used and stored purely for what is relevant to your request or enrolment. All information is processed in line with the GDPR guidelines. If you no longer wish your child to be a pupil at Polska Sobotnia Szkoła w Rugby please notify us via email [polishschool@yahoo.com](mailto:polishschool@yahoo.com) and we will delete your details.

### **Photos and Video:**

Polska Sobotnia Szkoła w Rugby will never post images and/or videos of you and your child without your permission and furthermore we will never name a child or

provide any personal details. We will remove or edit any media containing images of your child that you ask us to.

All social media sites and websites used within the EU are also required to adhere to strict data protection protocols in line with the GDPR guidelines. As such all personal information stored, collected or processed there will be handled with the upmost security and accessible by necessary persons only.

### **Accurate Information:**

Our aim is to keep all information up to date and as accurate as possible and we therefore kindly ask your assistance in this matter by ensuring you always inform the administration staff (polishschool@yahoo.com) of any changes to important details such as names, contact details (telephone number, emergency contact, address, email address), medical conditions/injuries and any other information that could be relevant to the admin team and teachers (for example, a bereavement or school related incident that could affect the child physically or emotionally in class and requires extra care by the teacher).

### **How will your information be stored securely?**

All electronic information is retained on Polska Sobotnia Szkoła w Rugby approved devices only and password protected.

For the safety of the children class registers contain an emergency contact telephone number and relevant medical information. This information will be handled by the Polska Sobotnia Szkoła w Rugby Headteacher I and, where necessary, appropriate Polska Sobotnia Szkoła w Rugby team members (i.e. teachers during classes) only. Medical information will only ever be shared in the case of an emergency, i.e. to inform the attending paramedics of a relevant injury or allergy. **It is your job to inform us immediately and in full of any new medical conditions/injuries and any changes to pre-existing conditions.** This includes physical and psychological conditions.

### **What happens to your information if you leave Polska Sobotnia Szkoła w Rugby?**

When a child leaves the school all personal information (paper and electronic) is archived in case of return. You will need to inform us by email with a request for your personal information to be deleted and/or destroyed. Names are retained on past registers for 6 years. All such information continues to be held in accordance with the GDPR.

### **Responsibilities of the Heteacher, Staff and Volunteers at Polska Sobotnia Szkoła w Rugby:**



It is the aim of the school that all appropriate team members are properly trained, fully informed of their responsibilities under the GDPR and are aware of their personal liabilities and all policies related to the processing of customer data.

This Notice:

We will update this notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

If you have any questions related to privacy, please do not hesitate to contact Deborah Jayne School of Dance at [djschoolofdance@yahoo.co.uk](mailto:djschoolofdance@yahoo.co.uk)