



*SZKOŁA PRZEDMIOTÓW OJCZYSTYCH  
IM. MIKOŁAJA REJA  
MIKOŁAJ REJ POLISH SCHOOL  
P.O. BOX 57919, LONDON W4 3RW  
REGISTERED CHARITY: 1181738*

[www.polskaszkolachiswick.org](http://www.polskaszkolachiswick.org)

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## **Privacy Notice**

(Updated **May** 2020. Next review May 2023)

Parents Association of Mikolaj Rej Polish School is committed to protecting the privacy and security of personal information of its pupils.

### **What is a Privacy Notice?**

A Privacy Notice is a notice that intends to provide information about how the school will use (or “process”) personal data about individuals including: its current, past and prospective pupils; and their parents, carers or guardians, in accordance with the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018, section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### **On what basis can we collect and use pupil information?**

Parents Association of Mikolaj Rej Polish School holds the legal right to collect and use personal data relating to pupils and their families. It does this under Article 6 EU GDPR “Lawfulness of Processing.” It is therefore a “data controller”.

### **What information do we collect?**

- Personal information (such as name, date of birth, address, contact details of parents/carers)
- Emergency contact telephone number
- Town and country of pupil’s birth
- Attendance information
- Relevant medical information and special educational needs information
- Photographs
- Performance and assessment information.

### **What is this information used for?**

- To support pupil learning
- To provide appropriate pastoral (and where necessary medical) care
- To administer admissions
- To communicate with parents/carers
- To manage internal policy and procedure
- To use photographs in school publications, website and social media channels
- To use where otherwise reasonably necessary for the school’s purposes, including to obtain professional advice and insurance for the school

### **Storing Pupil Data**

Data is stored on a secure database system “Puchatek”. Access to the information is strictly controlled and only authorised persons (Trustees and school employees), who have signed a data access contract can access the information. The legal recommendation for how long to keep pupil

personnel files is up to 7 years following departure from the school. You, may however request that the data be destroyed before this date, should there be no safeguarding issues involved. Teachers hold attendance and grade information in their registers.

### **Is the information shared with any other body?**

Information is not shared with any other organisation.

However, in safeguarding cases, information will be shared as necessary with:

- NHS
- Welfare services (such as social services)
- Law enforcement officials such as police, HMRC
- Local Authority Designated Officer
- professional advisors such as lawyers and consultants
- Support services (including insurance, IT support, information security).

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law.

### **Requesting access to your personal data**

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request, you need to contact Kinga Koterska who is the Data Protection Officer.

### **You have the right to:**

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of Data Protection Regulations.

To exercise your rights, you need to contact Kinga Koterska who is the Data Protection Officer.

### **Contact**

If you have any questions regarding your data and how the Parents Association of Mikolaj Rej Polish School processes your data please contact the Data Protection Officer.

Data Protection Officer Name: Kinga Koterska

Data Protection Officer Email: [kinga.koterska@polskaszkolachiswick.org](mailto:kinga.koterska@polskaszkolachiswick.org)

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

### **Changes to This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will notify you when we make any substantial updates and where the notice is located.

We may also notify you in other ways from time to time about the processing of your personal information.