



Polish Saturday School in Bognor Regis

Polska Szkoła Sobotnia im. Jana Pawła II

Rok Założenia / Established: 2018

General Data Protection Regulation

Rozporządzenie Ogólne o Ochronie Danych Osobowych

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 Saturday School in Bognor Regis we take your privacy seriously and will only use your personal information to administer your child registration at the School and to provide the products and services you have requested from us.

Why are we sending you this information?

A new law – the General Data Protection Regulation (GDPR) – comes into effect on 25 May 2018 and affects the way charities, as well as companies and other organisations, keep information about their supporters. That is why we are sending you a summary of our updated Privacy Statement.

The legal bases for processing data are as follows –

(a) Consent: the member of staff/student/parent has given clear consent for the school to process their personal data for a specific purpose.

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(b) Contract: the processing is necessary for the member of staff's employment contract or students admission.

(c) Legal obligation: the processing is necessary for the school to comply with the law.

The members of staff responsible for data protection are mainly Headteacher and Administrator Executive. However all staff must treat all student information in a confidential manner and follow the guidelines as set out in this document.

The requirements of this policy are mandatory for all staff employed by the school and any third party contracted to provide services within the school.

What information do we hold about you and why?

All data within the school's control are identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The information we hold about you could include information you give us when you fill in forms, subscribe to our services or respond to email updates. We hold the minimum personal information necessary to enable it to perform its functions.

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), where you have given permission. We need your additional consent to contact you by social media. Where we contact you by email, SMS or other electronic means, we do this with your consent.

Images of staff and pupils (Photographs and Video) may be captured at appropriate times and as part of educational activities for use in school only.

Unless prior consent from parents/pupils/staff has been given, the school shall not utilise such images for publication or communication to external sources.

With who is your personal information shared?

There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities, for example local authorities, educational authorities or the department of health. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

The intention to share data relating to individuals to an organisation outside of our school shall be clearly defined within notifications and details of the basis for sharing given.

Under no circumstances will the school disclose information or data:

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- that would cause serious harm to the child or anyone else's physical or mental health or condition
- indicating that the child is or has been subject to child abuse or may be at risk of it, where the disclosure would not be in the best interests of the child.

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

We may share your personal information with our partners and partner organisations who carry out work on our behalf – for example, suppliers who process information about events, or updates about running our organisation.

If a pupil transfers from Polish Saturday School to another school, their educational records will only be forwarded onto the new school if parents wish to do that.

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. 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. The school also uses Shredit to dispose of sensitive data that is no longer required.

What are our responsibilities and your rights under Data Protection Law?

- **Right to Access**

You have the right of access to your personal information that we process and details about that processing. We shall respond to such requests within one month and they should be made in writing to: pmsbognorregis@gmail.com No charge will be applied to process the request.

- **Right to Rectification**

You have the right to request that information is corrected if it's inaccurate. You can contact us to make the changes on your behalf.

- **Right to Erasure (Right to be Forgotten)**

You have the right to request that your information is removed; depending on the circumstances, we may or may not be obliged to action this request.

- **Right to Object**

You have the right to object to the processing of your information; depending on the circumstances, we may or may not be obliged to action this request.

- **Right to Restriction of Processing**

You have the right to request that we restrict the extent of our processing activities; depending on the circumstances, we may or may not be obliged to action this request.

- **Right to Data Portability**

You have the right to receive the personal data which you have provided to us in a structured, commonly used and machine readable format suitable for transferring to another controller.

- **Right to lodge a complaint with a supervisory authority**

If you think we have infringed your privacy rights, you can lodge a complaint with the relevant supervisory authority. You can lodge your complaint in particular in the country where you live, your place of work or place where you believe we infringed your right(s).

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:

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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.

How to contact us?

If we hold your data and you do not agree to us contacting you electronically please confirm that you are not giving us your active consent as per declaration below. It should be made in writing to: pmsbognorregis@gmail.com or by mail:

Polish Saturday School, 21 Hampton Court, PO21 5SS Bognor Regis

I **[imię i nazwisko]** do not agree to the Polish Saturday School in Bognor Regis using my personal information in accordance with the Privacy Statement.

Ja, niżej podpisany nie wyrażam zgody na przetwarzanie moich danych osobowych przez Polską Szkołę Sobotnią w Bognor Regis, zgodnie z dokumentem Privacy Statement.

Signature / Podpis:

Date/ Data:

The Roles:

The current roles of the Data Protection mainly responsibilities are:

Chairperson – Mr Łukasz Miler

Administrator Executive / Data Protection School Officer – Mrs Anna Miler

Appendixes to the Privacy Statement:

Appendix 1: The list of personal data we process / Wykaz zbiorów danych osobowych

Appendix 2: The information audit (documentation of what personal data we hold, where it came from and who we share it with) / Rejestr czynności przetwarzania danych osobowych

Appendix 3: Consent form to process the personal data for a specific purpose/
Formularz-zgoda na przetwarzanie danych osobowych