



Established 1949

# The Polish Saturday School in Manchester

Polska Szkoła Przedmiotów Ojczystych im. św. Stanisława Kostki w Manchesterze®

**Correspondence:** c/o 196 Lloyd Street North, Manchester, M14 4QB  
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## Privacy Notice

### How we use pupil information

The categories of information that we collect, hold and share includes:

- Pupil personal information (such as name, date/place of birth and address, mainstream school attended)
- Parent/Guardian personal information (including address, email address and contact telephone numbers)
- Characteristics (such as language skill, country of birth)
- Attendance information (such as sessions attended, number of absences)
- Assessment information
- Relevant medical information
- Special educational needs information and if the pupil has a statement

### Why we collect and use this information

We collect and use pupil information in accordance with the rules relating to the lawful processing of data under Article 6 and Article 9 of the General Data Protection Regulation:

- to ensure safeguarding and child protection
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We will hold pupil data for up to 7 years after the pupil leaves the School.

### Who we share pupil information with

We routinely share pupil information with our staff in support of the safe operation of the school. We may share pupil information with:

- the local authority
- the emergency services

## Why we share pupil information

We share pupil data in order to ensure the safeguarding and protection of children attending the school and undertaking activities.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school administration or the Head Teacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

If you have a concern about the way we are collecting or using your personal data, or if you would like to discuss anything in this privacy notice, we request that you raise your concern with the school administration in the first instance. Should the response be unsatisfactory that please refer the matter to a member of the Board of Trustees.