Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

PRIVACY NOTICE AND DATA PROTECTION

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. About this notice

This Privacy Notice explains how Marie Skłodowska-Curie Polish Saturday School uses personal information relating to pupils, parents/carers, staff, volunteers and other members of the School community. The School is responsible for deciding how and why this information is used for its own activities.

2. Information we may use

- identity and contact details for pupils and parents/carers;
- date of birth, attendance, class placement, educational progress and achievements;
- medical, allergy, dietary, disability, special educational needs or other information needed to support a child safely and appropriately;
- emergency contacts and authorised collection / independent-travel information;
- fees, payments and limited financial information where necessary;
- photographs, video or other media where used for authorised School purposes;
- communications, complaints, incidents, safeguarding and health-and-safety records;
- staff and volunteer recruitment, identity, reference, training and DBS-related information where applicable.

3. Why we use personal information

- to register pupils and deliver the School's educational and community activities;
- to communicate with pupils, parents/carers, staff and volunteers;
- to manage attendance, safety, medical needs, emergencies and safeguarding;
- to administer fees, concessions and the charity's financial obligations;
- to organise events, trips and activities;
- to recruit, manage and support staff and volunteers;
- to comply with legal, regulatory, insurance, safeguarding and governance obligations;
- to establish, exercise or defend legal claims and manage complaints or incidents where necessary.

4. Lawful bases

The School will identify an appropriate lawful basis for each purpose under UK data-protection law. Depending on the activity, this may include performance of a contract, legal obligation, vital interests, legitimate interests or consent. Consent is not automatically the appropriate basis for routine administration or safeguarding.

Where special-category information is used, such as health information, the School will also identify an applicable condition under data-protection law. Safeguarding information may be shared without consent where this is necessary and lawful to protect a child or another person.

5. How information is collected

Information may be provided directly by pupils, parents/carers, staff or volunteers; created through School activities and records; or received lawfully from another organisation or professional where appropriate. Where information is optional, the School should make this clear at the point of collection where practicable.

6. Sharing information

Personal information may be shared with service providers, professional advisers, insurers, premises providers, statutory authorities, safeguarding agencies, police, regulators or other organisations where this is necessary and lawful. The School does not sell personal information. Service providers acting on the School's behalf should receive only the information needed for their task and be subject to appropriate data-protection arrangements.

7. Safeguarding and information sharing

Data protection law does not prevent necessary and proportionate information sharing to safeguard children. The School may share information with children's social care, the Local Authority Designated Officer, police or another appropriate agency where necessary. Safeguarding records are kept securely and access is restricted to those who need it.

8. Retention

The School will keep personal information only for as long as it is needed for the purpose for which it is held, taking account of legal, safeguarding, insurance and operational requirements. Retention periods will be documented and reviewed. Information will be securely deleted or anonymised when there is no longer a justified need to keep it. Records will not be kept permanently merely "just in case".

9. Security

The School will use appropriate technical and organisational measures to protect personal information, including proportionate access controls, secure storage, password protection, careful sharing and secure disposal. Personal information should not be stored unnecessarily on personal devices or shared through unapproved channels.

10. Your rights

Depending on the circumstances, individuals may have rights to access their personal information, correct inaccurate information, request erasure or restriction, object to certain processing, request portability, or withdraw consent where consent is the basis relied upon. Some rights are subject to legal exemptions, particularly where safeguarding, legal claims or another person's rights are involved.

11. Contact and complaints

For questions or requests about personal information, contact the School at office@mscpolishschool.org. If a data-protection concern is not resolved, individuals may complain to the Information Commissioner's Office (ICO).

12. Children's information

Children merit particular protection when their personal information is used. The School will take account of children's age, understanding and reasonable expectations, collect only information that is relevant to its purposes, and explain privacy information in an appropriate way where necessary.

13. Review

This notice will be reviewed at least annually and when the School materially changes how it uses personal information or when applicable law or official guidance changes.

14. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page