

Privacy Notice for Parents

Who we are

For the purposes of Data Protection legislation, the School is the Data Controller. This means it is in charge of personal data about you.

The postal address of the School is: École Jeannine Manuel, 43-45 Bedford Square, London, WC1B 3DN.

The Data Protection Lead for the School is Aisha Rahman. She can be contacted at dpo@jmanuel.uk.net.

In this notice 'we' and 'us' means the School.

How we use your information

We process personal data relating to parents of pupils and prospective pupils of the School. This is to assist in the admissions process, the running of the school and for the safeguarding of our pupils.

This personal data includes identifiers such as names, contact details, and any personal information deemed relevant to our purposes, such as family circumstances, court orders (where applicable), photographs of school activities, and financial information in relation to the payment of school fees.

You will know about this because you will have supplied us with the relevant information.

The School may make use of limited personal data (such as contact details) relating to pupils, and their parents or guardians for marketing or promotional purposes and to maintain relationships with pupils of the School.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard pupils;
- The processing is necessary for the performance of the parent contract. For example, we need your name and contact details so that we can keep you updated on your child's progress at the School;
- The processing is necessary for the purposes of the legitimate interests. Specifically, the School has a legitimate interest in providing educational services to your child and to other children, and safeguarding and promoting the welfare of your child;
- The processing is necessary for the performance of our education function which is a function in the public interest.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to The Data Protection Officer if you would like to withdraw any consent given.

When we collect personal information on our forms, we will make it clear whether there is a

legal requirement for you to provide it, and whether there is a legal requirement on the School to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We may share information with the local authority, Ofsted and the Department for Education in accordance with our legal obligations.

We may also on occasion need to share information with the police or other emergency services and our legal advisors / accountants / consultants in order to obtain professional advice.

We may also need to share information with our insurance company if a claim is made against us or there is an incident at the School.

We may provide information about you to UK Visas and Immigration in order to make sure that your child has the right to study in the UK, if he or she is not of British nationality.

We may provide information about you to your child's next school, for example, if there are any safeguarding issues or unpaid school fees.

We also use third party cloud computing services to store personal information.

We do not normally transfer your information to a different country which is outside the European Economic Area. However, this may happen if you live or work abroad or if your child moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. The European Commission has produced a list of countries which have adequate data protection rules. The list can be found at: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of protection for personal information as there is in the UK.

If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your information. We will provide you with details about the safeguards which we have in place outside of this privacy notice.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found here: <http://www.ecolejeanninemanuel.org.uk/life-at-school/policies/>.

Your rights

You have the right to:

- Ask for access to your personal information;
- Ask for rectification of the information we hold about you;
- Ask for the erasure of information about you;
- Ask for our processing of your personal information to be restricted;
- Data portability;
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact:

Aisha Rahman (DPO) - dpo@jmanuel.uk.net
Ecole Jeannine Manuel UK
43-45 Bedford Square
London, WC1B 3DN

More information about your rights is available in our data protection policy which can be found on our website.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Lead and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.