Polska Szkoła Sobotnia im. Jana Pawła II w Preston
Polish Saturday School in Preston
The Blessed Sacrament Catholic Primary School
Farringdon Lane, Preston, PR2 6LX

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Privacy Notice

1. What data do we collect

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

2. 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 assess the quality of our services
- to comply with the law regarding data sharing

3. How long do we keep your information

We keep personal data for no longer than is necessary for the purposes for which it was collected and it is processed.

4. Who we share 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

5. Why we share pupil imformation

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.

6. 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 Headteacher.
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 management.