

# Privacy policy

Please read the following policy carefully before submitting any information to us to ensure that you fully understand how any of your personal information will be processed by us. Any changes to our privacy policy will be displayed on our website (<https://www.petiteecole-edimbourg.com/documents/>). You should also read our terms and conditions.

## Commitment

La Petite Ecole is fully committed to protecting your privacy. We collect and process personal information about you in accordance with the Data Protection Act 1998 as well as General Data Protection Regulation (GDPR) which gives individuals more control over how personal information is used and imposes tighter obligations on La Petite Ecole who use your personal data. GDPR is an essential requirement for companies who deal with personal data and relates only to a living individual who can be identified from that data.

## What information is collected?

At enrolment, la Petite Ecole only collects the minimum amount of data required in order to provide the best service for you and your child.

The personal information we collect, store and use might include:

- The name, date of birth, school attended and school year of the pupils
- The name and contact details (email address, telephone number, postal address) of the parents or guardians
- Any relevant medical information (allergies,...) and emergency contact for the children

When you fill in the enrolment form, we will process and store safely the information you submit onto secured servers. We will never collect sensitive information about you (or your child) without your consent.

If any of your details change over time, please get in touch with us. Please ensure that the records we hold are always kept up to date and accurate.

## How long is your information kept for?

We keep your information for no longer than is necessary for the purposes it was collected for. Personal information collected during the enrolment is kept for the last three academic years including the current ones and then archived for a decade.

We review our retention periods on a regular basis.



## Who can access your information?

Personally identifiable information is shared via secure mechanism within the charity board. The personally identifiable information for each pupil is also shared with the teacher.

We do not pass any personally identifiable information to any third parties, except when acting on your behalf to enable us to deliver our service. There are only two possible cases where we would pass on personally identifiable information, if you request us to do so or if we are legally required to do so

In both cases, we will only ever pass on the minimum amount of information that we consider necessary to fulfil these obligations.

## Cookies

Like many other websites, our website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. For example, we use cookies to store your country preference. This helps us to deliver a more personalised service when you browse our website and improves our services.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

## Facebook

La Petite Ecole maintains a private Facebook site to communicate with families about events and exchange information. Adhesion to the group is fully optional and joining is exclusively reserved to the member families.

## Image use policy

Whilst we understand you have a parental duty to protect your children, we also understand you are all extremely proud of your boys and girls, as are we, and we would like the wider community to see their great achievements. We strive to find the right balance for everyone.

When parents and families are invited to school events many will want to record the occasion for personal use. La Petite Ecole feels that in most instances this is reasonable and will therefore generally allow the use of cameras.

We may occasionally put photos taken by our photograph during these events on the Facebook group. the use of media on this platform is considered as internal use.

In all of these the school will use a common sense approach and the welfare and safety of children will always be uppermost in its decision making.

With this in mind please review the Policy and Consent Form – ‘Taking, Using and Storing Images of Children’ and indicate the level of exposure you are happy for your child(ren) to have. There is no right or wrong answer, the preference is personal.

