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***Russian School and Choir in Guildford***

Privacy Policy

2023-2024

**Our contact details**

Name: RUSSIAN SCHOOL AND CHOIR IN GUILDFORD

Address: Flat 10, Cochrane court, Church rd, Great Bookham, KT23 3JJ

Phone Number: 07526892379

E-mail: nhagelin@ruscg.com

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts: name/es and contact details such as email addresses, physical address of parents.
* Personal identifiers of children, date of birth, name’s transcription in Russian and English.
* characteristics (such as ethnicity, language)
* safeguarding information (such as court orders and professional involvement)
* special educational needs (including the needs and ranking)
* medical and administration (such as doctors’ information, child health, dental health, allergies, medication, and dietary requirements)
* attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
* behavioural information (such as exclusions and any relevant alternative provision put in place)

**How we get the personal information and why we have it?**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

1. to support pupil learning

2. to monitor and report on pupil attainment progress

3. to provide appropriate pastoral care

4. to assess the quality of our services

5. to keep children safe (food allergies, or emergency contact details)

6. to meet the statutory duties placed upon us for data collections

**Collecting pupil information**

We collect pupil information via pupils’ parents or guardians. Pupils’ personal information is required when completing the application form for RSCG. Further information may be required in certain cases such as Off-Site Visits, events, and student exams.

Pupil data is essential for the schools’ operational use. Whilst most of the pupil information you provide to us is mandatory, some of it requested on a voluntary basis. To comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

**Who we share pupil information with?**

We may share pupil information with:

- NRCSE (National Resource Centre for Supplementary Education)

- Special Educational Needs services

- Health care professionals

- Local council

- Off-site visiting locations

- The schools in which we are based in, in accordance with their Safety Policies

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

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by contacting info@ruscg.com**

**(b) We have a legal obligation.**

**(c) We have a vital interest.**

**(d) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored in school office by legal address.

We keep all types of personal information for current education period and during all educational program while student is placed in his year class. We will then dispose your information by physically shredding a paper and clearing up all soft devices.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@ruscg.com](mailto:info@ruscg.com) if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at ICO.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>