



DATA PROTECTION POLICY

Polish School of Saint John Paul II in Leicester

1. Introduction

This document sets out the Data Protection Policy of the Polish School of Saint John Paul II in Leicester.

The school collects and uses certain types of information relating to pupils, parents/carers, teachers, volunteers and individuals working with the school to operate effectively and provide educational, organisational and safeguarding support.

This may include information relating to current, former and prospective pupils, staff members, volunteers and members of the school community.

Personal information may be stored in paper format, electronically or within secure systems used by the school.

The school recognises the importance of lawful and responsible processing of personal data and is committed to maintaining trust between the school, parents and the wider school community.

The school is committed to processing personal data in accordance with:

- UK GDPR,
- Data Protection Act 2018,
- safeguarding and child protection requirements.

2. Data protection principles

The Polish School named after Saint John Paul II in Leicester is committed to following data protection principles.

Personal data:

- is processed lawfully, fairly and transparently,
- is collected only for specified and legitimate purposes,
- is relevant and limited to what is necessary,
- is accurate and kept up to date where necessary,
- is not kept longer than necessary,
- is protected against unauthorised access, loss or misuse.



The school takes appropriate technical and organisational measures to protect personal data.

3. Purpose of data collection

The school collects personal data only for the purposes of:

- school administration,
- communication with parents/carers,
- maintaining pupil records,
- safeguarding and child protection,
- organising school activities and events,
- DBS and safeguarding documentation,
- fulfilling legal and organisational responsibilities.

4. Data storage and retention

Records are stored securely and access is limited to authorised individuals only.

Pupil records are retained for the duration of the child's attendance at the school and for the period required for safeguarding or organisational purposes.

DBS and safeguarding records are stored in accordance with safeguarding and data protection requirements.

The school regularly reviews stored information and securely deletes data that is no longer required.

5. Rights of individuals

Individuals whose data is processed by the school have the right to:

- access their personal information,
- request correction of inaccurate information,
- request restriction of processing,
- withdraw consent for communication,
- raise concerns regarding the use of their data,
- request deletion of information where legally appropriate.

Requests relating to personal data should be submitted to the school by email.

6. Data security

The school applies appropriate security measures to protect personal data against:



Polska Szkoła im. Świątego Jana Pawła II w Leicester

polksaskolaleicester@gmail.com

polksaskolaleicester.co.uk

- loss of information,
- unauthorised access,
- misuse of information,
- accidental destruction or deletion.

Access to data is limited to authorised persons only.

7. Sharing information

The school does not sell personal data or share it with commercial third parties.

Information may only be shared where necessary with:

- safeguarding authorities,
 - local authorities,
 - emergency services,
 - organisations supporting school activities,
 - service providers assisting school administration,
- where required by law or safeguarding responsibilities.

8. Contact details

Polish School of Saint John Paul II in Leicester

Email: polksaskolaleicester@gmail.com

Website: polksaskolaleicester.co.uk

9. Review of policy

This Data Protection Policy will be reviewed regularly in line with legal requirements and the needs of the school community.

Prepared by: School Manager

Patrycja Zencuch

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