



Privacy Notice (UK GDPR)

Polish School of Saint John Paul II in Leicester

1. What is a Privacy Statement?

A Privacy Notice explains what personal information the school collects, why it is used, how it is protected and what rights individuals have regarding their personal data.

At the Polish School of Saint John Paul II in Leicester, we take your privacy seriously and will only use your personal information for school administration, safeguarding, communication with parents, educational purposes, and activities connected with the running of the school.

2. Why do we provide this information?

Under the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), organisations must explain how personal data is collected, stored and used.

This Privacy Statement explains how our school processes and protects personal information.

3. What information do we collect and why?

The information we may hold includes:

- pupil details,
- parent/carer contact information,
- emergency contact details,
- medical or safeguarding information where necessary,
- staff and volunteer information,
- DBS and safeguarding records where applicable,
- communication preferences.

This information is collected when:

- registration forms are completed,
- consent forms are signed,
- parents communicate with the school,
- staff or volunteers join the school.

The information is used to:

- support pupils and families,
- ensure safeguarding and child protection,
- organise school activities,



- communicate with parents,
- comply with legal and organisational responsibilities.

4. How do we communicate?

The school may communicate with parents, carers, staff and volunteers through:

- by email,
- through the school website,
- through school communication groups,
- occasionally by telephone or text message where necessary.

5. With whom may information be shared?

Personal information may only be shared where necessary with:

- safeguarding authorities,
- local authorities,
- emergency services,
- external organisations supporting school activities,
- service providers supporting school administration.

The school does not sell personal data or share it with commercial organisations for marketing purposes.

6. How long do we keep information?

The school keeps information only for as long as necessary for educational, safeguarding, organisational or legal purposes.

Pupil records are generally retained while the child attends the school.

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

Information is reviewed regularly and securely deleted when no longer required.

7. Your rights

Under UK GDPR you have the right to:

- access to your personal information,
- request correction of inaccurate information,
- withdraw consent for communication,
- raise concerns regarding the use of your data.



Polska Szkoła im. Świętego Jana Pawła II w Leicester

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polskaszkolaleicester.co.uk

8. Data Controller

The data controller is the Polish Supplementary School named after Saint John Paul II in Leicester.

The school is responsible for ensuring that personal data is processed securely and in accordance with applicable data protection legislation.

If you have any questions about this Privacy Notice or wish to exercise your data protection rights, please contact the school:

School Email: polskaszkolaleicester@gmail.com

Website: polskaszkolaleicester.co.uk

9. Review of policy

Prepared by: School Manager

Patrycja Zencuch

Date: 01.09.2026