



Privacy Notice (How we use pupil information)

We have written this Privacy Notice to help you understand how Les Petits Ecoliers may collect and use your personal information, and to inform you about the choices you can make about your personal information. Les Petits Ecoliers is what is known as the “Data Controller” of the personal data that you provide us. This Privacy Notice contains important information about how we handle the information we collect from you – please read it carefully.

The categories of parent information that we process include:

- personal identifiers and contacts (name, contact details and address)

The categories of pupil information that we process include:

- personal identifiers and contacts (name, date of birth and nationality)
- characteristics (such as language)
- special educational needs
- medical and administration (such as allergies, medication and dietary requirements)
- attendance
- assessment and attainment (such as biannual evaluations and DELF examination results)

Why we collect and use parent and pupil information

We collect and use parent information, for the following purposes:

- to arrange tuition payment
- to communicate pupil learning and homework
- to issue overdue library book reminders
- to communicate events taking place at the school

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to keep children safe
- to track textbook and library book loans
- to assess the quality of our services

Under the General Data Protection Regulation (GDPR), we rely on the lawful bases of contract, legitimate interest and vital interest for processing the above information.

How we collect parent and pupil information

We collect parent and pupil information via our Application Form.

Parent and pupil data is essential for the schools’ operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order 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.

How we store pupil data

We hold pupil data securely for up to seven years after the last academic year that they were with Les Petits Ecoliers. We have in place measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate.

Who we share parent and pupil information with and why

Les Petits Ecoliers works with a number of third parties in order to send emails, administer termly payments as well as library loans. This requires us to share personal information with these third parties. In some cases, we may also be legally required to share information with third parties.

When sharing your personal information with third parties we will make sure that they also have measures in place to protect it and keep it confidential and agree to use the personal information only for the purposes we set out.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To update or make a request for your personal information, contact Annelaure Curry at stalbans@lespetitsecoliers.co.uk.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Annelaure Curry at stalbans@lespetitsecoliers.co.uk