



## Privacy Notice for Parents and Pupils

Pei Ying Mandarin School adheres to follow the best practice to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use your personal information before, during and after your volunteer relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Pei Ying Mandarin School is a non-profit making organisation. We are required under the data protection legislation to notify you of the information contained in this privacy notice. This notice applied to current and former volunteers, in this document “Volunteer” means volunteer helpers, teachers and teacher assistants. This notice does not form part of any obligation the school provides; we may update this notice any time.

### 1. Data protection principles

We will adhere to the best practice of:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### 2. The Type of information we hold about you

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, date of birth, title, addresses, telephone numbers, parent/career email addresses
- Gender
- Next of kin and emergency contact information
- Medical Information (such as allergies, etc)
- Attendance information
- Academic results

### 3. How is your personal information collected?

We collect your personal information about parents and students through the registration form, online registration form, and/or when you notify us.

#### **4. How we will use information about you?**

We will only use your personal information when necessary. Most commonly, we will use your personal information in the following circumstances:

- To enable school in operation
- Where we need to comply with a legal obligation.
- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest or for official purposes.

#### **5. Situation in which we will use your personal information**

- Decisions to allocate classes
- To communicate to you (such as school news, notifications, etc)
- To maintain our single central record and to comply with our general safeguarding obligations
- To apply for tests such as IGCSE, HSK/YCT test
- To participate in competitions such as Reading Competition, Calligraphy competition, etc...
- Gathering evidence for possible disciplinary process
- Responding to complaints or investigations from stakeholders or regulators
- Dealing with legal dispute involving you
- Providing references to you (such as reference to secondary school, etc)
- Complying with health and safety obligations
- To receive advice from external advisors and consultants

#### **6. Data Sharing**

To enable the operation of the school, we may have to share your data within the committee team, teaching management team, we may also share your data with organisations including but not limited to the following:

- the Police or other law enforcement agencies
- our legal advisors
- insurance providers / the Risk Protection Arrangement
- third parties where required by law

#### **7. Do we need your consent**

We do not need your consent if we use your information accordance to scope we listed above.

If we need to use your information for an unrelated purpose outside the listed scope, we will ask for your written consent to allow us to process the data.



## **8. Data Retention**

We will only retain your personal information for as long as necessary to maintain our school operation and the applicable legal requirements. When you are no longer pupils in our school we will retain your data for the most of three years.

## **9. Data Security**

We make our best effort to keep personal data as secure as we can. All personal computers or laptops have access to personal information are password protected. In addition to this, electronic data files are also password protected if the file format supports this feature.

We only shared the required information if it is required the legal purpose. The organisations that process your personal information are also subject to a duty of confidentiality.

## **10. Your Right about Your Personal Data**

It is important that the information we hold about you are correct and up-to-date, so it is important to keep us informed if your personal information changes.

You have the right to access to your personal information, to request for a copy of the personal information we hold about you. You also have the right to request for delete, remove, request for restriction of processing and/or transfer your personal information please contact the Head Teacher in writing, although any written request for personal data will be treated as a Subject Access Request.

The legal timescale for us to respond to a Subject Access Request is one calendar month.

### **10.1 No fee usually required**

You will not have to pay a fee to access your personal information, (or to exercise any of the other rights). We may however, charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **10.2 What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information, (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **10.3 Right to Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.



To withdraw your consent, please contact the Head Teacher in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

#### **11. Data Protection Officer**

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO via [dpo@peiyingmandarinschool.com](mailto:dpo@peiyingmandarinschool.com)

#### **12. Changes to This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact the Data Protection Officer, [dpo@peiyingmandarinschool.com](mailto:dpo@peiyingmandarinschool.com)