

Charity No. 519801

**General Data Protection Regulation
For Further Information Please Contact**

Leicester Greek School Of St. Nicholas & St. Xenophon
2A Sawday Street, Leicester, LE2 7JW

Tel (School Opening Hours Only): 07878489478

Website: <http://leicester.schools.ac.cy/>

Head teacher's Email: Leicestergreekschool@gmail.com

Greek School Committee Email: committee@leicestergreekschool.com

2

General Data Protect Regulation GDPR

1. When you complete and hand in a registration form (manually or electronically) you are giving us your consent to collect and process your personal and sensitive data as required by GDPR and UK Laws.

2. Here at Leicester Greek School we take your (and your child's) privacy seriously. We will only use your personal information to evaluate your child's academic progress as well as physical and emotional safety. Information is also held in order to ensure that we can contact you, and/or close friends/family members in case of any emergency or enquiry about your child.

3. Personal and sensitive data is only kept for as long as required and in compliance with GDPR and UK Laws. In addition you have the "Right to be forgotten": Where any personal data is no longer required for its original purpose unless obliged by UK Law, an individual can demand that the processing is stopped and all their personal data is erased by the school including any data held by contracted processors.

4. We hold personal information/data on our computer system and in paper records. All information is held securely and appropriate safeguards are in place to prevent accidental loss. Leicester Greek School is responsible for the accuracy and safe-keeping of your information. Please help to keep your child's records up to date by informing us of any change of circumstances.

5. Our school teachers have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records will be properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

6. Personal data about pupils will not be disclosed to third parties without the consent of the child's parent or carer, unless it is obliged by law or in the best interest of the child. Data may be disclosed to the following third parties without consent:

Police and courts

If a situation arises where a criminal investigation is being carried out we may have to forward information on to the police to aid their investigation. We will pass information onto courts as and when it is ordered.

Social workers and support agencies

In order to protect or maintain the welfare of our pupils, and in cases of child abuse, it may be necessary to pass personal data on to social workers or support agencies.

Health authorities

As obliged under health legislation, the school may pass on information regarding the health of children in the school to monitor and avoid the spread of contagious diseases in the interest of public health.

Educational division

As a Greek language school we are required to pass data on to our governing body the Cyprus Educational Mission (KEA) in the UK in order to help monitor the educational system and enforce laws relating to education.

7. To ensure your child's privacy, we will not disclose information over the telephone/ fax / email unless we are sure that we are talking to you – the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others.

8. Images of staff and pupils may be captured at appropriate times and as part of educational activities for use in school only. Unless prior consent from parents/pupils/staff has been given, the school shall not utilise such images for publication or communication to external sources.

9. You have a right to see your child's records if you wish. Please ask the head teacher Dr Chara Orthodoxou, or the president of the Greek school committee Mr Antonis Pavlakis. if you would like further details.

For Further Information Please Contact

Leicester Greek School Of St. Nicholas & St. Xenophon

2A Sawday Street, Leicester, LE2 7JW

Tel (School Opening Hours Only): 07878489478

Website: <http://leicester.schools.ac.cy/>

Head teacher's Email: Leicestergreekschool@gmail.com

Greek School Committee Email: committee@leicestergreekschool.com