

Coventry Chinese School

Privacy Notice

Please read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share your personal data, your rights as our students in relation to your personal data, on how to contact us if you have a query or complaint.

Coventry Chinese School (CCS) is committed to protecting the privacy and security of personal data. The purpose of this notice is to promote transparency in the use of personal data, and to outline how CCS collects and uses personal data during and after your study with us, in accordance with the [General Data Protection Regulation 2016](#) (“GDPR”) and the Data Protection Act 2018 (“DPA 2018”).

CCS collects, uses and is responsible for certain personal data about you. This is known as “processing”. When we do so we are regulated under the GDPR and DPA 2018 which applies across the European Union and we are responsible as ‘data controller’ of that personal data for the purposes of those laws. You, as a ‘data subject’, therefore, have specific rights to the data that we hold, collect and process.

The purpose of this notice is to explain how CCS will collect and process your personal data, what rights you have in relation to that data and to provide transparency about the data collected about you.

Throughout this notice, “the School”, “we”, “our”, and “us” refer to CCS; “you” and “your” refer to those expressing an interest in becoming a student at CCS, including pre-enrolment and after enrolment.

The personal data we collect and use

Personal data:

The following are examples of personal data which may be collected, stored and used:

- Name
- Address
- Telephone Number
- Date of Birth
- Day School name and location
- Mandarin studying history
- Home language
- Previous grades (where applicable)
- Special needs (if any)
- Medical issue (if any)

- Gender
- Email address
- Parents contact details and emergency contact

How Coventry Chinese School obtains your personal data

We may collect your personal data in a number of ways, for example:

- From information provided to us by yourself when joining. This would include any enrolment form and enquiries forms you complete before and when joining us, electronically or on paper.
- Through communication to or from you by telephone, email, or via the website. For example, when you call to make enquiries about the course or when you are raising concerns.

Lawful basis for processing your personal data under the GDPR and DPA 2018

Personal data will only be processed when the law permits this to happen. Most commonly personal data will be processed in the following circumstances:

- Where you have given us your consent
- Where CCS needs to comply with a legal obligation (for example, the detection or prevention of crime and financial regulations)
- Where it is necessary for CCS's legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- To protect the vital interests of the data subject or of another person (for example, in the case of a medical emergency)
- In order to perform a task carried out in the public interest

CCS do not share your personal data with any third party for promotional or marketing purposes, nor do we share your personal data with your day school.

CCS will only use personal data for the purposes for which it was collected unless it is considered reasonable that it is needed for another purpose and the reason is compatible with the original purpose.

If CCS needs to use your personal data for an unrelated purpose, it will notify you and will explain the legal basis that permits it to do so. CCS may process your personal data without your knowledge or consent, in compliance with this policy and procedure, where this is permitted by law.

Retention of your personal data

The GDPR and DPA 2018 require that personal data should be kept for no longer than is necessary for the purposes for which the personal data are processed (except in certain specific and limited instances).

CCS's data retention policy is detailed as follows:

- CCS will retain your personal data for 5 years from the last day of the academic year in which you cease to enrol/ study with us.
- CCS will retain your personal data for 12 months from the last day of the academic year in which you made your enquiry, if you do not enrol on our course, unless you give us explicit consent to re-use your data for promotional purposes or if you intend to enrol in the following academic year.

Data subject rights

Under the GDPR and DPA 2018 you have a number of important rights free of charge.

You have the right to:

- Be informed of how we collect and use your personal data;
- Access your personal data;
- Require us to correct any mistakes in the data we hold on you;
- Require the erasure of personal data concerning you in certain situations;
- Restrict our processing of your personal data in certain circumstances;
- Receive your personal data, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- Object in certain situations to our continued processing of your personal data or at any time to processing of your personal data for direct marketing; and
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.

To exercise any of these rights please contact us using details outlined below.

Keeping your personal data secure

CCS keeps your personal data secure at all times using both physical and technical measures.

Identifiable personal data (for example, your name and date of birth in one page) stored physically are never left unattended under any circumstances. Hard copies are kept in premises including the private houses/flats of teaching or administrative staff (volunteers) that are locked.

Personal data stored electronically are always password protected, whether a password protected computer, laptop or password protected web portal.

Personal data used by teachers are restricted to those that are necessary in the performance of their teaching and pastoral care duties, for example, students' name, age/ year group in day school, parent's name, contact details and emergency contact details, medical issues and special needs.

Where CCS engages a third party to process personal data (for example, when we forward your personal data for the purpose of you taking external tests or exams), it will do so on the basis of a written consent which conforms to the security requirement of the GDPR and DPA 2018.

How to Contact us

If you have any query, concern or complaint about our use of your personal data, please use the contact details below:

Ms Echo Zhou (headteacher) can be contacted via e-mail headteacher@coventry-chinese.co.uk

The GDPR and DPA 2018 also gives you the right to lodge a complaint with the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: [0303 123 1113].

Changes to this Privacy Notice

This privacy notice was published on **24 August 2018** and last updated on **24 August 2018**.

We may change this privacy notice from time to time, when we do we will inform you by putting a message on our website.