

Petite école de Reigate – Parent & Carer Privacy Notice

Effective date: January 2026

Petite école de Reigate is committed to protecting your personal information and your child's data. This notice explains how we collect, use, store, and share personal data about you and your child, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Petite école de Reigate is the Data Controller for the personal data we process. This means we are responsible for deciding how and why your data is used.

Data Protection Officer contact: info@petite-ecole-reigate.co.uk

2. Personal Data We Collect

We collect the following personal data about you (parents/carers):

- Name and relationship to your child
- Email address and phone number
- Postal address (if different from your child's)
- Languages spoken at home
- Emergency contact details
- Consent records (e.g., for photos, trips, communications)

We also process data about your child, including:

- First and last name
- Main address and date of birth
- Nationality and languages spoken
- Mainstream school name and class/year
- Attendance records
- Special educational needs or behavioural information
- Medical conditions, allergies, and doctor details
- Emergency contact details and relationship
- School records, observations, and progress
- Images, photos, or videos (with consent)

3. Why We Collect and Use Personal Data

We use your and your child's personal data for the following purposes:

- Delivering learning activities and educational support
- Safeguarding and child protection
- Communicating about school events, progress, and administrative matters
- Managing consent for trips, photos, and activities
- Complying with legal obligations, including health, safety, and safeguarding requirements

4. Lawful Bases for Processing

We process personal data under the following lawful bases:

- Personal Data (Article 6 UK GDPR):
 - ✓ Contract: to provide educational services and manage parent communications
 - ✓ Legal Obligation: to comply with safeguarding, health, and safety duties
 - ✓ Legitimate Interests: school administration and educational quality
 - ✓ Consent: photos, marketing, optional trips
- Special Category Data (Article 9 UK GDPR):
Health information, SEN/behavioural data, and safeguarding information are processed to protect your child's vital interests, comply with legal obligations, and ensure health and safety.
- Criminal Offence Data:
Information such as DBS status (staff/volunteers) is processed to meet legal safeguarding requirements.

5. Data Retention

We keep personal data only as long as necessary:

- Pupil records: 5 years after the child leaves the school
- Parent/carer records: for the duration of the child's enrolment plus 5 years

Data is securely deleted or anonymised once retention periods end.

6. Data Sharing

We may share your and your child's data with:

- Educational support providers (e.g., Savio.fr)
- Government bodies for legal obligations
- Third-party service providers for school administration, accounting, or communications (e.g., Mailchimp, Xero)
- Safeguarding authorities if required by law

All third parties are bound by contracts and data protection safeguards.

7. Images, Photos, and Media

We may take photos or videos of your child for:

- Internal educational use
- Communication with families

- School publications or social media

Consent is always requested for public-facing use. You may withdraw consent at any time.

8. Your Data Protection Rights

You and your child have the following rights:

- Access: request a copy of the personal data we hold
- Correction: request corrections to inaccurate data
- Deletion: request deletion of data in certain circumstances
- Restriction: limit how we process your data
- Objection: object to certain types of processing
- Data portability: request transfer of your data in a portable format
- Withdraw consent: where consent is the basis of processing

To exercise your rights, contact the Data Protection Officer at info@petite-ecole-reigate.co.uk

9. Subject Access Requests (SARs)

Please submit requests by email to info@petite-ecole-reigate.co.uk, including “To the attention of the Data Protection Lead” in the subject.

We aim to respond within one month.

10. Data Security

We protect your personal data using appropriate measures:

- Password-protected systems and restricted access
- Encryption for sensitive data
- Secure storage for physical records
- Regular security reviews

11. Data Breaches

If a data breach occurs, we will:

- Investigate and contain the breach immediately
- Notify the ICO within 72 hours if required
- Inform affected individuals if there is a high risk to their rights or safety

12. Updates to This Notice

This notice will be reviewed annually or when legal or operational changes occur.

Significant updates will be communicated via email.