

Explore Languages - Hafez School

DATA PROTECTION AND PRIVACY POLICY

POLICY DATE: September 2026

REVIEW DATE: September 2027

Privacy statement

Hafez Persian School understands that privacy and the security of your personal information are extremely important. Because of that, this policy sets out what we do with your and/or your child's information to keep it secure. It also tells you how we collect your and/or your child's personal information and about your rights over any personal information we hold about you.

Hafez Persian School is committed to handling personal information fairly, lawfully and transparently, in accordance with applicable UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The information we will hold will include:

- Personal details such as your/your child's name, address, date of birth, telephone number and email address.
- Consent forms which include information about who may collect your child, how we use photographs/video clips/technology/media, the use or administration of medication if needed, and personal belongings.
- Information about the services that we provide to you, including when and where they are provided, what you paid and the way you use our services.
- Your contact details and details of emails and other electronic communications you receive from us.
- Information necessary for safeguarding, attendance, emergency contacts, allergies, medical needs or other information required to keep a child safe while attending the school.

If you do not wish to provide personal information, please let us know. In some cases, we may not be able to provide a service or process your request and we will tell you this at the time.

How we use personal information

Personal information which you supply to us may be used in different ways, for example:

- To help us understand more about you and to improve our service to suit your needs.
- To provide the services you requested.
- To ensure efficient and accurate administration of your request.
- To process your request or payment.
- To take payment from you to enable you to access the services we provide.
- To help respond to your enquiries and find a solution to any possible issue you may have.
- To maintain attendance, safeguarding and emergency records and to support the welfare of children attending the school.
- To communicate with parents/carers about school activities, classes, events, changes and other matters relating to the child's education or welfare.

Lawful basis for processing

We will only process personal information where we have a lawful basis to do so. Depending on the circumstances, this may include your consent, the performance of a contract or service requested by you, compliance with a legal obligation, protection of vital interests, or our legitimate interests in operating and administering the school. Where we rely on consent, you may withdraw that consent at any time, although this will not affect processing already carried out lawfully.

Children's information

Because Hafez Persian School provides services to children, we take particular care when handling children's personal information. Information will only be collected and used where it is necessary for the provision of our educational services, administration, safeguarding, health and safety, or where appropriate consent has been obtained from a parent/carer.

Keeping information secure

We take appropriate security measures to protect your information including:

- Limiting access to our data storage and implementing appropriate access controls for our information technology, such as password protection, ID verification and other appropriate security measures.
- Never sharing passwords.
- Reducing paper-based information.
- Keeping confidential information accessible only to people who need it for their role.
- Taking reasonable steps to ensure that personal information is stored and disposed of securely.

Sharing personal information

We will not disclose your personal information to any organisation or person outside Hafez Persian School without your consent except:

- To help prevent fraud.
- If required to do so by law.
- Where it is necessary to protect a child or another person from harm, including where information must be shared for safeguarding purposes.
- Where necessary with trusted service providers who help us operate the school, provided appropriate data protection arrangements are in place.

Photographs, videos and media

Photographs or video recordings of children will only be used in accordance with the permissions given by parents/carers. Parents/carers may contact the school if they wish to change or withdraw a previously given consent. The school will take reasonable steps to respect such changes for future use.

How long we keep information

We will not keep personal information for longer than is reasonably necessary for the purpose for which it was collected, including any legal, safeguarding, accounting or administrative requirements. When information is no longer required, it will be securely deleted or disposed of where reasonably practicable.

Your data protection rights

You have the right to ask for a copy of the information that we hold about you, and to ask us to make corrections. Depending on the circumstances, you may also have rights to request deletion or restriction of your personal information, object to certain processing, withdraw consent, and request transfer of information. Some of these rights are subject to legal limitations.

- If you would like to exercise your rights, please contact Nazanin Abolkheriyan, Director of Hafez Persian School, on 07878 362878 or at info@hafezpersianschool.com

Data breaches

If we become aware of a personal data breach, we will assess it promptly and take appropriate steps to limit any harm.

Review of this policy

We keep our privacy notice under regular review and we will send you any updates in the future. This policy will also be reviewed when there are significant

changes to the way the school handles personal information or to relevant legal requirements.

Complaints and contact details

For further information, please contact Hafez Persian School using the details below.

If you have a complaint regarding how we process your personal information, please contact the School Director – Nazanin Abolkheriyan on 07878 362878, info@hafezpersianschool.com .