

Explore Languages - Hafez School

POLICY: Update and additional information on Data Protection Policy

POLICY DATE: July 2024

REVIEW DATE: July 2026

Privacy statement

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

The information we will hold will include:

- Personal details such as your/your child's name, address, date of birth, telephone number, email address.
- Consent form which includes information about collecting your child, how we use photos / video clips/ technology/media, about use of medication if needed and personal belonging
- Information about the services that we provide to you, when and where, what you paid, the way you use our services etc.
- Your contact details and details of the emails and other electronic communications you receive from us.

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

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;
- Taking 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.

We take appropriate security measures to protect your information including:

- limiting access to our data storage by implementing access controls to our information technology, such as firewalls, ID verification etc.
- never share the passwords;
- Reducing paper-based information.

We will not disclose your personal information to any organisation or person outside Explore Languages without your consent except:

- to help prevent fraud
- if required to do so by law

You have the right to ask for a copy of the information that we hold about you, and to ask us to make corrections. If you would like to do this, contact Nazanin Abolkheriyan the director of the school on 07878362878.

We keep our privacy notice under regular review and we will send you any updates in the future.

For further information please contact us at nazanin.hafezpersianschool@gmail.com or info.explorelanguages@gmail.com or write to us at: School Director – HAFEZ PERSIAN SCHOOL at Manor Park Primary School, Greyhound Road, Sutton SM1 4AW

If you have a complaint regarding how we process your personal information, please contact the School Director – Nazanin Abolkheriyan on 07878362878 , nazanin.hafezpersianschool@gmail.com