Privacy Notice

We are “La Petite Ecole d’Ealing” a charity registered on the 3rd of August 2015 with charity number 1162966. Our address is St. Augustine's Priory, Hillcrest Road, Ealing, London W5 2JL.

Here is how we protect your data and your privacy.

We are registered as a data controller at the UK Information Commissioner’s Office under number CSN3113388.

You can contact us by email: **petiteecoledealing@yahoo.fr** or via our contact form on our website.

Our responsibilities regarding your privacy

If you visit our website, contact us by email or have applied or registered for tuitions this policy applies to you.

We act as a ‘data controller’ of personal data, this means we determine how and why your data are processed.

Collection and processing of personal data

When you contact us

When you contact us using our contact form on our website or by email, you need to provide us with your name and e-mail address so that we can contact you about your message.
We keep this data for **3 years** after the initial purpose of processing is no longer required.

We use the “contract” legal basis for this processing.

When you pre-register with us

When you apply for tuitions we collect your personal data so that we can evaluate, prioritise and manage your request. For this we collect: name and contact details, students details (including date of birth), postal code.

We keep this data **until your application has completed.**

We use the “contract” legal basis for this processing.

When you or your children are a student with us

When you successfully enrol with us for tuitions, you become a member of the association and we collect your personal data (parents and students). Therefore, we can manage your tuitions, invoicing, payments and the whole of communication about the charity.

We keep this data for up to **3 years after you are not a student with us anymore**.

For most part, we use the "contract" legal basis for this processing.

We also use the "legitimate interest" legal basis when we collect your vehicle number plate and your nationality. Here is why:

- Vehicle number plate: we run a no-tolerance policy over illegal parking around the school. (see code of conduct)
- Nationality: we collect your nationality so that we can apply for funding from the French embassy.

We also use the "vital interest" legal basis when we collect information about student allergies.

Your rights

Access
You have the right to access information we hold about you. You can also ask some additional information about:

- the categories of data we are processing
- the purposes of data processing
- the categories of third parties to whom the data may be disclosed
- how long the data will be stored (or the criteria used to determine that period)
- your other rights regarding our use of your data

We will provide you with the information within one month of your request, unless doing so would adversely affect the rights and freedoms of others. We'll tell you if we can't meet your request for that reason.

Rectification
You have the right to make us correct any inaccurate personal data about you.

Portability
You have the right to request the data you have provided to us in an electronic format.

Erasure
You have the right to ask us to “forget” about you. This means we would erase personal data about you if it is no longer necessary.

Complaints
You have the right to file a complaint regarding how we use your personal data. Please tell us first, so we have a chance to address your concerns. If we fail in this, you can address any complaint to the UK Information Commissioner’s Office, either by calling their helpline or as directed on their website at www.ico.org.uk.

Third-party who process your data

We use Salesforce.com as a “data processor” to manage parents and students information. For more information about Salesforce.com visit their website at www.salesforce.com.
We use also Dropbox (date servers for DropBox are located in the USA) and Yahoo France.