

PRIVACY POLICY (INFORMATION ON PROCESSING OF PERSONAL DATA)

This document ("Privacy Policy") was prepared by **The British School Sp. z o.o.** with headquarters in Warsaw (hereinafter referred to as "**Administrator**", "**TBS**" or "**we**").

This Policy is directed to parents / legal guardians (hereinafter referred to as "Parents") of children and adolescents ("Course participants") who are underage participants, taking part in classes: _____ ("classes") organized by _____ ("class organizer") in rooms in a school building or on the property at ul. Limanowskiego 15 or at ul. Dąbrowskiego 84 ("school facilities") in Warsaw, made available by the Administrator

The purpose of this Privacy Policy is to provide information about the terms, rules and rules used to process personal data of Parents and Participants.

In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.4.2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC ("RODO") , let us inform you that:

1. Data administrator

The administrator of personal data is The British School Sp. z o.o. with headquarters in Warsaw, ul. Limanowskiego 15, 02-943 Warsaw, registered in the National Court Register under the number KRS 0000342123,

2. Contact with the Data Administrator

In matters relating to the processing of personal data by TBS, including the exercise of your rights, you can contact our Data Protection Officer, Mr Jeremy Buss, ul. Limanowskiego 15, 02-790 Warsaw, DPO@thebritishschool.pl

3. Information on the existence of an obligation to provide personal data

Providing personal details of you and the class participant is voluntary. However, if these data are not provided, it will not be possible to fulfill the purposes of data processing and to enter the Participant in classes on the premises or on the premises provided by the Administrator.

4. Legal basis and purposes of data processing

We will process the following data:

1) first and last name of the class participant. These data will be processed for the purposes of:

- ensuring security (through access control) in the school building and at the school facilities of TBS,
- for evidence (confirmation of parents being informed about the rules of participation in classes)
- to contact in matters related to the Participant's use of premises, premises, equipment and facilities made available by TBS for the duration of the classes;

The legal basis for processing in this case will be your consent (Article 6, paragraph 1, letter a) of the GDP)

2) names and surnames of the Participant's Parents, address of residence, name and surname of the Participant (data included in the statement of parents) - in order to contact in matters related to the Participant using the premises, area, equipment and facilities provided by TBS for the duration of the classes.

The legal basis for the processing in this case will be your consent (Article 6, paragraph 1, letter a) of the RODO).

3) names and surnames of the Participant's Parents, address of residence (data included in the statement of parents) - for the purposes of:

- evidence (confirmation of parents being informed about the rules of participation in classes), to secure information in the event of a legal need to prove facts, which is our legitimate interest;
- possible determination, investigation or defense against claims, which is our legitimate interest;

The legal basis for processing in these cases will be the legitimate interest of the Administrator (Article 6 paragraph 1 point f) of the GDPR)

5. Recipients and categories of recipients of personal data

Your personal data may be transferred to the following recipients:

- a) the owner of school buildings in the facility at ul. Limanowskiego 15 in Warsaw, that is IDNA Investments Sp. z o.o. [in the case of classes taking place at ul. Limanowskiego 15];
- b) entities providing services to the Administrator, for example, law firms, IT companies, companies providing property protection to the Administrator, auditing companies.

If such an obligation results from the mandatory provisions of law, the Administrator may also share your personal data with third parties, in particular authorized state authorities.

6. Data retention period

TBS shall store personal data for a period not longer than necessary to achieve the purposes for which the data were collected, in particular during the period of Participant's participation in classes and during the period of limitation of claims or, if necessary, to comply with applicable law.

7. The entitlements you have

- 1) You have the right to access your and the Participant's personal data as well as the right to request their rectification, removal or restriction of their processing.
- 2) To the extent that the basis for the processing of personal data is the legitimate interest of the Administrator, you have the right to object to the processing of personal data.
- 3) To the extent that the basis for the processing of personal data is consent, you have the right to withdraw your consent. Withdrawal of consent does not affect the lawfulness of the processing that was made on the basis of consent before its withdrawal.
- 5) To the extent that your or the Participant's data are processed on the basis of consent and processing takes place in an automated manner, you have the right to transfer data.
- 6) You have the right to lodge a complaint with the supervisory body dealing with the protection of personal data in Poland (the President of the Office for Personal Data Protection).

8. Automated decision making

The administrator does not make automated decision-making, including profiling based on personal data provided by you.

9. Data source

We received personal data (first and last name) of the participant from the organizer of the course, and your personal data directly from you.