

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 "**Controller**", "**TBS**" or "**we**").

This Policy is directed to parents / legal guardians (hereinafter referred to as "Parents") of children (the "Participants"), taking part in the activities under the name: **Mums&Tots** (the "activities") organised within the activity of the pre-school division of the primary school run by TBS, in a school building at ul. Dąbrowskiego 84 in Warsaw.

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 controller

The controller 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 Controller

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 participant is voluntary. However, if these data are not provided, it will not be possible to fulfil the purposes of data processing and to participate in the activities.

4. Legal basis and purposes of data processing

We will process the following data:

- 1) names and surnames of the Participant's Parents, address of residence, email address, contact telephone numbers, tax number – for the purpose of the conclusion of the agreement with TBS on the Participant's participation in the activities and the implementation of this agreement (Article 6, paragraph 1, letter (b) of GDPR);
- 2) name and surname of the participant, date of birth (age) – for the purpose of the implementation of the agreement concluded with you (Article 6, paragraph 1, letter (b) of GDPR);
- 3) names and surnames of the Participant's Parents, address of residence, email address – in order to secure information in the event of a legal emergency, the need to establish facts, possible findings, investigations or defences against claims, which is our legitimate interest. The legal basis for processing in these cases will be the legitimate interest of the Controller (Article 6, paragraph 1, letter (f) of GDPR);

5. Recipients and categories of recipients of personal data

Your personal data may be transferred to the following recipients:

- 1) entities providing services to the Controller, for example, law firms, IT companies, companies providing property protection to the Controller, auditing companies;

- 2) the sole shareholder of TBS, namely 'Nord Anglia Education Limited', a company with its registered office in London, United Kingdom, other companies in TBS's capital group, and bodies providing consultancy and auditing services to the sole shareholder of TBS;
- 3) the primary school run by TBS.

If such an obligation results from the mandatory provisions of law, the Controller may also share your personal data with third parties, in particular authorised 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 activities (implementation of the agreement) 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 the rectification or erasure or restriction of their processing.
- 2) To the extent that the basis for the processing of personal data is the legitimate interest of the Controller, you have the right to object to the processing of personal data.
- 3) 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.
- 4) 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).

The rights referred to in points 1) -3) above may be exercised by contacting the Controller in the manner specified in point 2 above.

8. Automated decision making

The controller 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.