



HELLENIC SCHOOL OF HIGH BARNET

Ελληνικό Σχολείο High Barnet

PRIVACY NOTICE

How we use your family's information

September 2026

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This notice accompanies the School Policies (Section 10) and is published at www.hshb.org.uk

Document Control

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Privacy Notice

This notice explains what personal information the Hellenic School of High Barnet ("the School", "we", "us") collects about your child and your family when you register for or attend the School, why we collect it, and what rights you have over it. It applies from the moment you fill in the registration form, either online at portal.hshb.org.uk/register or on paper.

Information about our staff, volunteers and committee members is covered by a separate Staff Privacy Notice.

1. Who we are

The Hellenic School of High Barnet is an independent Greek language supplementary school operating on Saturday mornings at East Barnet School, with online lessons on Wednesday evenings for Year 3 and above. It is a registered charity and a company limited by guarantee (details below). For the purposes of UK data protection law (the UK General Data Protection Regulation and the Data Protection Act 2018), the School is the "data controller" of the information described in this notice – the organisation responsible for deciding how it is used and kept safe.

Registered name	The Hellenic School of High Barnet Limited
Legal form	Private company limited by guarantee, registered in England and Wales (company no. 03132566)
Registered charity number	1053527
Registered office	3rd Floor, Marlborough House, 298 Regents Park Road, London, N3 2SZ
Where we meet	East Barnet School, Chestnut Grove, Barnet, EN4 8PU

2. What information we collect

When you register a child, we ask you for the information below. Some details are optional and are collected only if you choose to give them (for example, a second parent/carer or an emergency contact). If you give us details of other people, such as emergency contacts or authorised collectors, please let them know and point them to this notice.

About your child

- Full name and date of birth.
- Year group preference.
- Home address.
- The weekday school your child attends.
- Allergies, medical conditions and regular medication, where relevant.
- Any special educational needs or disability you tell us about, so that we can make reasonable adjustments.

About parents, carers and emergency contacts

- Name, relationship to the child, phone number and email address for at least one parent/carer.
- Occupation (optional), to help us understand our school community.
- The same details for a second parent/carer and up to two emergency contacts, if you add them.

- Home address for any contact, if it differs from the child's.

Collection arrangements

- Who is authorised to collect your child, and an optional collection password.

Payments

- The payer's name, account details and payment reference shown on the School's bank statement, if you pay fees by bank transfer.

Records we keep while your child attends

As well as the details you give us at registration, we create some records while your child is at the School:

- Attendance registers (sign-in/sign-out sheets) and online lesson attendance.
- Notes on your child's progress, and messages exchanged with teachers on ClassDojo.
- Accident and first aid records in the Incident Book.
- Records of significant behaviour incidents and formal complaints.
- Safeguarding records, where a concern has been raised (kept separately and securely by the Designated Safeguarding Lead).

Your consents

The registration form records five separate agreements. Three are required to register, and two are optional:

- **Required** – confirmation that you have read this privacy notice.
- **Required** – consent to emergency first aid being given if needed.
- **Required** – agreement to be contacted by email and SMS. Email and SMS are our main means of reaching parents about lessons, closures and emergencies, so we cannot enrol a child without them.
- **Optional** – use of your child's photo and video, as described in Section 5.
- **Optional** – the home-school agreement.

3. Why we collect it

We use your child's core details – name, date of birth, address, parent/carer and emergency contacts – because we cannot safely enrol or run a class without them: this is **necessary to provide our educational service to you**, and to meet our basic duty of care once your child is on site.

We ask which weekday school your child attends so that, if a safeguarding concern arises, we can work with that school where safeguarding agencies advise it. Occupation is optional: if you give it, we use it only to understand our school community, and you can ask us to remove it at any time. We keep records of fee payments to manage the School's finances and meet our accounting obligations.

Attendance registers, accident records and safeguarding records are kept to meet our legal and safeguarding responsibilities, and because we have a **legitimate interest** in running the School safely and well.

Contacting you by email and SMS is also necessary to provide the service: it is the main way we can tell you about lessons, closures, collection arrangements and emergencies, so it is a required part of registration. We also send School announcements through our WhatsApp Community (see Section 6).

Where we ask you to tick an optional box – photos and video, and the home-school agreement – we rely on **your consent**. You can change your mind about either at any time (see Section 9, Your rights).

4. Medical and health information

Allergy, medical and additional needs information is what data protection law calls "special category data", which is given extra protection. We collect only what you tell us, on the registration form or later, and use it only to keep your child safe and supported while in our care – for example, by briefing the class teacher, first aiders and tuck shop volunteers on an allergy. We hold this information with your explicit consent, which you give when you provide it, or where it is needed to protect your child in an emergency.

5. Photos and video

If you tick the photo and video consent box, your child may appear in photographs or video taken at lessons, performances and School events, which we may use:

- on **ClassDojo**, where teachers share classroom photos and updates with the parents of that class;
- on the **School website**;
- on the **School's social media accounts** (currently Facebook and Instagram);
- in **printed material** such as newsletters, flyers, programmes and displays; and
- in **local or community press** reporting on School events.

We do not publish a child's full name alongside their image, and we do not use images in any other public setting without asking you separately.

At performances, celebrations and other group occasions, a child may appear incidentally in a photograph of a crowd, class or audience. Where consent has not been given, we take reasonable steps to keep that child out of images we publish, but we cannot guarantee that they will never appear in the background of a group shot.

This consent is entirely optional, and you can withdraw it at any time by contacting us (see Section 12). Withdrawing it stops future use, and we will remove existing images of your child from our website, social media and ClassDojo where we reasonably can. We cannot recall material that has already been printed.

6. Who we share information with

The School is independent and part-time, and is not part of any local authority school system. As a rule, we do not share your family's information with any outside organisation other than the service providers who help us run the School. Specifically:

- Within the School, information is seen only by the committee members, teachers and teaching assistants who need it to run your child's class safely. Tuck shop volunteers are shown allergy information only.
- We use **ClassDojo** as a secure, password-protected channel for day-to-day communication between teachers and parents. To set it up, we give ClassDojo only your child's first name and surname and a parent's email address. ClassDojo processes messages and updates on our behalf under its own privacy terms, available at www.classdojo.com/en-gb/privacy. ClassDojo is based in the United States, so this information may be stored outside the UK (see Section 7).
- Wednesday online lessons take place on **Microsoft Teams**. We create each pupil's Teams account with a School email address, using only their first name and surname, and give the login details to the pupil. Microsoft processes the account and lesson participation on our behalf under its own privacy terms, available at www.microsoft.com/en-gb/privacy/privacystatement. We do not give Microsoft any other registration details.
- The **School Portal** and website are hosted by our technology suppliers in the United Kingdom, who process information only on our instructions and under contract. School emails are sent from the School's own Microsoft accounts.

- We run a School **WhatsApp Community** for announcements. It is managed only by named staff and committee members, using the School's own account. In the announcement group, your phone number is visible only to the School's administrators and to anyone who already has your number saved. You can choose to join class or discussion groups within the Community; if you do, other members of those groups can see your number. SMS messages are also sent from the School's own phone. WhatsApp is owned by Meta, which processes messages under its own privacy terms, available at www.whatsapp.com/legal/privacy-policy.
- We do not share your child's personal information with the Cyprus Educational Mission (KEA). We give KEA only summary figures about the School – such as total pupil numbers, the number of pupils in each year group and the number of boys and girls – which do not identify any child. We do not share your information with examination boards. Where your child sits GCSE or A Level examinations, you complete the exam centre's own entry forms separately.
- We do not sell, rent or otherwise trade your information.

There are some exceptions. If a child welfare or safeguarding concern arises, we will share relevant information with the appropriate authorities (such as Barnet Children's Services, the Local Authority Designated Officer (LADO) or the police) and, where they advise it, with another school your child attends, as any school is expected to. We will also share relevant medical information with the emergency services if your child needs urgent treatment, and report certain accidents to the Health and Safety Executive where the law requires it. These are standard responsibilities, not routine data sharing.

7. How we store information

Pupil, parent and staff records are held in the **School Portal**, our secure online data system, which our technology suppliers host in the **United Kingdom**. Access is restricted to authorised committee members and staff, and is protected by password-based sign-in.

Paper registration forms are entered onto the School Portal and then securely shredded. Printed registers (sign-in/sign-out sheets) and contact lists from the School Portal are kept for use if online systems are unavailable. These, together with the Incident Book and safeguarding concern forms, are kept securely by staff, the Committee and the Designated Safeguarding Lead. Volunteers do not have access to them, apart from the allergy information shown to tuck shop volunteers.

Some of the services described in Section 6 – ClassDojo, Microsoft, WhatsApp and social media – are run by companies that may store some information outside the UK. Where they do, they rely on their own legal safeguards for international transfers.

8. How long we keep it

We keep a pupil's record for **six years after they leave the School**, after which it is deleted. Registrations that are rejected or not completed are deleted as soon as the decision not to proceed is made.

Some records are kept for different periods: fee payment records for six years, for the School's accounts; formal complaints for three years; accident records until the child reaches 21; safeguarding records until the child's 25th birthday; and published photos until consent is withdrawn or they are no longer needed.

9. Your rights

Under UK data protection law, you can:

- **Ask to see** the information we hold about your child or family.
- **Ask us to correct** anything that is inaccurate or out of date.
- **Ask us to delete** information we no longer have a reason to keep.
- **Withdraw consent** for anything that relies on it – photos and video, or the home-school agreement.

- **Object to, or ask us to restrict**, how we use your information in some circumstances.
- **Ask for a copy** of information you gave us, in a portable format, in some circumstances.

To exercise any of these rights, contact us (see Section 12). There is normally no charge, and we will respond within one month.

Data protection rights belong to your child. Older pupils who understand their rights (usually from around age 12) can make requests about their own information, and we will take their views into account when a parent makes a request on their behalf.

We do not make decisions about you or your child by automated means, including profiling.

10. Complaints

If you are unhappy with how we have handled your information, please contact us first (see Section 12) so that we can put it right. We will acknowledge your complaint within 30 days, look into it promptly and tell you the outcome. You also have the right to complain to the UK's independent regulator, the Information Commissioner's Office (ICO): ico.org.uk/make-a-complaint or 0303 123 1113.

11. Changes to this notice

We may update this notice from time to time – for example, if we start collecting new information or begin using a new supplier. The date on the front of this notice shows when it was last updated. We will tell parents directly about any significant changes, by email or ClassDojo. The latest version is always available on the School website (www.hshb.org.uk).

12. Contact us

Please send any questions about this notice, or about your family's information, to the Chairman or Vice Chairman of the School Committee. The School is not required to appoint a Data Protection Officer, so the Chairman and Vice Chairman deal with data protection matters.

Email	info@hshb.org.uk
Attention of	The Chairman / Vice Chairman
Registered office	3rd Floor, Marlborough House, 298 Regents Park Road, London, N3 2SZ
Where we meet	East Barnet School, Chestnut Grove, Barnet, EN4 8PU