Privacy Policy

Russian School and Choir in Guildford (RSCG)

2026–2027

Last updated: August 2026

Our contact details

Name: Russian School and Choir in Guildford (RSCG)
Address: Summer Pool Cottage, High Street, Bramley, Guildford, GU5 0HB
Phone Number: 07526 892379
Email: info@ruscg.com / educationforeu@gmail.com

Russian School and Choir in Guildford (RSCG) is a supplementary education organisation providing language, cultural, music and educational activities for children and young people.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers and contact details, such as names, email addresses, telephone numbers and physical addresses of parents/carers.
- Personal identifiers of children, including name, date of birth and name transcription in Russian and English.
- Characteristics, such as ethnicity and language, where relevant.
- Safeguarding information, such as court orders and professional involvement, where necessary.
- Special educational needs information, including relevant needs and support requirements.
- Medical information, such as doctors' information, child health information, allergies, medication and dietary requirements.
- Attendance information, such as sessions attended, number of absences and reasons for absence.
- Assessment and attainment information, where relevant to the educational services we provide.
- Behavioural information, where relevant to the safety and wellbeing of pupils.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by parents or guardians for one or more of the following reasons:

1. To support pupil learning.
2. To monitor and report on pupil attainment and progress.
3. To provide appropriate pastoral and educational care.
4. To assess and improve the quality of our services.
5. To keep children safe, including managing food allergies, medical requirements and emergency contact details.
6. To meet legal, regulatory and safeguarding responsibilities.

Collecting pupil information

We collect pupil information primarily through parents or guardians. Pupil personal information is required when completing the application or registration form for RSCG.

Further information may be required in certain circumstances, such as off-site visits, events, performances, examinations and other activities.

Pupil data is essential for the effective administration and operation of our educational activities. While some information is necessary for us to provide our services, other information may be requested on a voluntary basis. Where appropriate, we will inform you at the point of collection whether providing particular information is mandatory or voluntary.

Who we share pupil information with

We may share relevant pupil information, where necessary and lawful, with:

- NRCSE (National Resource Centre for Supplementary Education).
- Special Educational Needs services.
- Healthcare professionals.
- Local authorities and other statutory bodies.
- Organisations involved in educational activities, examinations, trips or events.
- Off-site visiting locations where information is necessary for the activity.
- The schools or other organisations in whose premises we operate, where necessary for safeguarding, health and safety and compliance with their relevant policies.
- Relevant service providers who process information on our behalf.

We do not sell pupils' personal information.

We only share information where there is an appropriate lawful basis for doing so and, where required, an additional condition applies to special category information.

Use of external premises

RSCG hires rooms at **St Joseph's Catholic School** for Saturday educational activities.

RSCG is responsible for the personal information it collects and processes for the purposes of administering and delivering its own educational activities.

Where necessary, we may share limited pupil information with St Joseph's Catholic School or relevant school staff for:

- Safeguarding.
- Health and safety.
- Emergency procedures.
- Access to the premises.
- Incident management.
- Compliance with the school's reasonable safety and premises requirements.

We will only share information that is necessary and appropriate for the relevant purpose.

Lawful bases for processing personal information

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we must have a lawful basis for processing personal information.

Depending on the circumstances, we may rely on one or more of the following lawful bases:

(a) Your consent – where consent is the appropriate lawful basis. You can withdraw your consent at any time by contacting info@ruscg.com.

(b) Legal obligation – where we are required by law to process personal information.

(c) Vital interests – where processing is necessary to protect someone's life or in an emergency.

(d) Legitimate interests – where processing is necessary for our legitimate interests and these interests are not overridden by the rights and interests of the individual.

(e) Contract – where processing is necessary to provide our services or administer a pupil's enrolment.

Special category information

Some information we process, such as information about a child's health, medical conditions, allergies, medication, ethnicity or certain special educational needs, may constitute special category personal data.

We will only process this information where we have an appropriate lawful basis and an applicable condition under data protection law.

We will only collect and use such information where it is necessary and proportionate, for example to protect a child's health and safety, provide appropriate support, meet safeguarding responsibilities or comply with legal requirements.

Safeguarding and child protection

RSCG is committed to protecting the safety and wellbeing of all children and young people who participate in our activities.

We maintain a separate **Safeguarding and Child Protection Policy** setting out our procedures for identifying, responding to and reporting safeguarding concerns.

Where necessary to protect a child or another person from harm, RSCG may collect, use and share safeguarding information with appropriate professionals, organisations or statutory authorities in accordance with applicable law.

Consent will not necessarily be required where information needs to be shared to protect a child or comply with a legal obligation.

Our Safeguarding and Child Protection Policy is available to parents and carers on request.

Photography and video

From time to time, RSCG may take photographs or video recordings of pupils during classes, performances, celebrations, events and other educational activities.

Where photographs or videos may be used for publicity purposes, including on the RSCG website, social media or other promotional materials, we will obtain the appropriate consent from a parent or guardian where required.

Consent for the use of photographs or videos for publicity purposes is optional and can be withdrawn at any time by contacting **info@ruscg.com**, educationforeu@gmail.com

We will take reasonable steps to ensure that images and videos are used appropriately and that children's privacy and safety are protected.

How we store your personal information

Your information is securely stored at the RSCG office at our registered/contact address and, where applicable, on secure electronic systems.

We take appropriate technical and organisational measures to protect personal information against unauthorised access, accidental loss, alteration, disclosure or destruction.

Access to personal information is limited to people who need it for legitimate educational, administrative, safeguarding or operational purposes.

How long we keep your personal information

We keep personal information only for as long as it is necessary for the purposes for which it was collected or where we are required to retain it by law.

Information that is no longer required will be securely deleted, destroyed or anonymised as appropriate.

Paper records will be securely destroyed, including by shredding where appropriate, and electronic information will be securely deleted from our systems and devices.

Your data protection rights

Under data protection law, you may have the following rights:

Your right of access – You have the right to ask us for copies of your personal information.

Your right to rectification – You have the right to ask us to rectify personal information you think is inaccurate. You may also ask us to complete information you think is incomplete.

Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing – You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing – You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability – You have the right to ask that we transfer personal information you have provided to another organisation, or to you, in certain circumstances.

These rights are subject to certain legal conditions and exemptions.

You are not normally required to pay a charge for exercising your rights.

If you make a request, we will normally respond within one month, subject to any applicable legal extension.

Please contact us at **info@ruscg.com, educationforeu@gmail.com** if you wish to make a request or have any questions about your personal information.

How to complain

If you have any concerns about our use of your personal information, please contact us first at:

Email: info@ruscg.com, educationforeu@gmail.com

We will consider your concern and try to resolve it.

You also have the right to make a complaint to the **Information Commissioner's Office (ICO)** if you believe that your personal information has not been handled in accordance with data protection law.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline: 0303 123 1113

Website: https://ico.org.uk/

Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our activities, legal requirements or data protection practices.

The latest version will be made available to parents, carers and pupils through our usual communication channels.

Last updated: August 2026