



Privacy Policy for Mokyklėlė Pupa Limited

Introduction

Mokyklėlė Pupa Limited ("we," "our," or "us") is committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, and protect personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable UK data protection laws.

This policy applies to all personal data collected and processed by Mokyklėlė Pupa Limited through our website, registration forms, communications, and in-person interactions at our Lithuanian language school in the UK.

By enrolling in our school or using our services, you agree to the practices outlined in this policy.

1. Information We Collect

We collect personal information to provide our educational services effectively. The data we collect includes but is not limited to:

- **Personal Identification Information:**
 - Full name of student and/or parent or guardian
 - Contact details (email address, phone number, address)
 - Date of birth
 - Nationality and language proficiency
 - Educational background (if relevant)
- **Payment Information:**
 - Bank details (where necessary)
 - Billing address and payment history
- **Special Categories of Personal Data:**
 - Health information (allergies, medical conditions, etc.)
 - Emergency contact information
- **Technical Information:**
 - IP address, browser type, and version (for users accessing our website)

2. How We Use Personal Data

We use your personal data for the following purposes:

- **Providing Educational Services:**
To register students, maintain records, and facilitate communication regarding school activities, classes, and updates.
- **Billing and Payments:**
To process tuition payments and manage any financial transactions.



- **Health and Safety:**

To ensure the safety and well-being of students in case of a medical emergency or special needs.

- **Legal Obligations:**

To comply with applicable laws, such as child safeguarding regulations and government reporting.

- **Communication:**

To send newsletters, updates on classes, and other communications relevant to parents, students, and guardians.

3. Legal Basis for Processing Data

We process personal data under the following legal grounds:

- **Contractual Necessity:**

Data processing is necessary for the performance of the educational services you have contracted with us.

- **Legal Obligation:**

Processing is required to comply with legal obligations, such as safeguarding and accounting requirements.

- **Consent:**

Where applicable, we seek your explicit consent, for example, when using images or videos of students in marketing materials. You may withdraw your consent at any time.

4. How We Store and Protect Your Data

We are committed to ensuring that your data is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect.

- **Data Security Measures:**

- Encryption of sensitive information during transmission and storage
- Regular security assessments of our systems
- Restricted access to personal data to authorised personnel only

- **Data Retention:**

We retain personal data only for as long as is necessary to fulfil the purposes outlined in this policy or to comply with legal requirements.

5. Sharing of Personal Data

We do not sell, trade, or otherwise share your personal data with third parties except as necessary to provide our services or comply with legal obligations. Instances where we may share data include:



- **Service Providers:**

Third-party companies that assist in processing payments or providing IT services. These providers are required to protect your data in accordance with this policy.

- **Legal Requirements:**

We may disclose personal data when required by law or in response to valid requests from public authorities.

- **Student Register:**

Student Register of Lithuanian Schools

6. Your Data Protection Rights

Under GDPR, you have the following rights regarding your personal data:

- **Right to Access:**

You can request a copy of the personal data we hold about you.

- **Right to Rectification:**

You can request correction of any inaccurate or incomplete data.

- **Right to Erasure ("Right to be Forgotten"):**

You can request the deletion of your personal data when it is no longer necessary for the purpose it was collected.

- **Right to Restrict Processing:**

You can request that we limit the way we use your data.

- **Right to Data Portability:**

You can request the transfer of your data to another organization in a structured, commonly used, and machine-readable format.

- **Right to Object:**

You can object to our processing of your personal data where we rely on legitimate interests as the legal basis.

To exercise these rights, please contact us at info@mokyklelepupa.co.uk.

7. Children's Privacy

We are particularly mindful of protecting the privacy of children. Personal data about children is collected only with the consent of a parent or guardian and is used solely for the purposes outlined in this policy. We ensure that all communications are directed through the parent or guardian, except in cases where the child has reached an age where direct communication is appropriate.



8. Use of Cookies

Our website uses cookies to improve your experience. Cookies are small files placed on your device that help us track site usage and preferences.

- **Types of Cookies:**
- Essential cookies to enable basic functions of the site
- Performance cookies to gather information about how visitors use our website

You can control cookie preferences through your browser settings.

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. Any changes will be posted on our website, and where appropriate, we will notify you by email.

10. Contact Us

If you have any questions about this Privacy Policy or wish to exercise your data rights, please contact us:

Mokyklėlė Pupa Limited
103 Buckhurst Avenue,
Carshalton,
SM5 1NZ
Email: info@mokyklelepupa.co.uk
Phone: 07584437985

This Privacy Policy was last updated on 21/10/2024.

This Privacy Policy ensures compliance with GDPR and UK data protection regulations while providing transparency on how Mokyklėlė Pupa Limited handles personal data.