

# Virtual Persian Academy

## PRIVACY NOTICE

---

### For Students, Parents and Carers | Online Supplementary School

Effective date: August 2026    Review date: August 2027

#### 1. Who we are

Virtual Persian Academy (“the School”, “we”, “us” or “our”) is an online supplementary school. We collect and use personal information about students and their parents/carers so that we can register students, provide online education, communicate with families, support students’ learning and wellbeing, and meet our safeguarding and administrative responsibilities.

Data controller: Virtual Persian Academy

Contact address: Lynton Fields, Oxford Road Woodstock OX20 1QW, England

Email: [info.virtualpersianacademy@gmail.com](mailto:info.virtualpersianacademy@gmail.com)

Telephone: (+44) 7551771907

Data protection contact (if applicable): Rosa Rasti. Head Teacher

#### 2. What personal information we collect

Depending on the circumstances, we may collect and use the following information:

- Student identification details, such as full name, preferred name, date of birth and year group.
- Parent/carer and emergency contact details, such as names, relationship to the child, address, telephone numbers and email addresses.
- Educational information, such as the student’s language background, previous supplementary/language learning and current learning level.
- Attendance, participation, class/group information, learning progress and relevant communications about the student.
- Information about access to online learning, such as the email used for lesson invitations and information about support needed to access online lessons.
- Health, allergy, disability, SEND, learning, communication, behavioural or wellbeing information where this is relevant to supporting the student or safeguarding them.
- Safeguarding information where a concern is raised or identified.
- Photographs, screenshots, video or audio recordings where these are created lawfully and in accordance with the School’s consent, safeguarding and recording arrangements.
- Records of consent and parental preferences, including photography, video, recording and publicity choices.
- Correspondence, complaints, enquiries and other information that parents/carers or students choose to provide to us.

#### 3. Where we get personal information from

- parents and carers, including through registration and annual update forms;
- students themselves, where appropriate;
- teachers, staff and volunteers through normal educational and safeguarding activities;
- other organisations or professionals where there is a lawful and appropriate reason to receive the information.

#### 4. Why we use personal information

- to process registration and annual re-enrolment;
- to organise classes, online lessons and student groups;
- to communicate with students and parents/carers about lessons, attendance, progress and School matters;
- to provide teaching and appropriate educational support;
- to make reasonable adjustments and respond to additional learning or accessibility needs;
- to protect the safety and wellbeing of students and respond to safeguarding concerns;
- to manage behaviour and maintain a safe online learning environment;
- to administer the School and maintain accurate records;
- to respond to enquiries, concerns and complaints;

- to use photographs, videos or recordings for the specific purposes explained to families where an appropriate lawful basis and, where required, consent are in place.

## 5. Our lawful bases for using personal information

Under UK data protection law, we must have a lawful basis for each way we use personal information. The basis will depend on the purpose and the School's legal/organisational status. The School should confirm the bases below before publishing this notice.

- Contract – where processing is necessary to provide the educational service requested or to take steps connected with enrolment.
- Legal obligation – where we must use or disclose information to comply with a legal duty that applies to us.
- Legitimate interests – where it is necessary for the School's legitimate educational, administrative or safeguarding interests and those interests are not overridden by the rights and interests of the child or family.
- Vital interests – in exceptional circumstances where processing is necessary to protect someone's life.
- Consent – where we rely on a freely given, specific choice, for example for certain optional uses of photographs, video, publicity or recordings.

## 6. Special category information

Some information requires extra protection under data protection law. This may include health information and, depending on what is collected, information revealing racial or ethnic origin, religion or other protected categories. Where we use special category information, we will identify both a lawful basis and an additional legal condition for using that information.

For example, information about health, SEND or safeguarding may be needed to support a student, make appropriate arrangements or protect a child. The School must confirm and document the specific Article 9 / Data Protection Act 2018 condition that applies to each such use.

## 7. Who we may share information with

We only share personal information where there is an appropriate reason to do so. Depending on the circumstances, this may include:

- teachers, relevant staff and authorised volunteers who need the information to carry out their role;
- providers that support the School's online teaching, communications, administration, cloud storage or other IT services, where appropriate contracts and safeguards are in place;
- professional advisers or service providers where necessary;
- safeguarding, local authority, emergency, regulatory or law-enforcement bodies where we are required or permitted to share information to protect a child, comply with the law or respond to a serious concern.

We do not sell students' or parents' personal information.

## 8. Online learning platforms and service providers

Because the School operates online, we may use third-party platforms to deliver lessons, send communications, store records or manage administration. Before publication, the School should list or link to the main providers it actually uses and explain their role.

- Zoom – Where the school activity is takes place.
- Gmail

## 9. How long we keep information

We keep personal information only for as long as it is needed for the purpose for which it was collected, and for any additional period required for safeguarding, legal, accounting or record-keeping reasons. Different types of records may have different retention periods.

## 10. How we protect personal information

- limiting access to people who need the information for their role;
- using appropriate passwords, access controls and security settings;
- using approved systems and service providers;
- taking extra care with sensitive and safeguarding information;
- training or instructing staff and volunteers about confidentiality, safeguarding and appropriate information handling;
- reviewing information and deleting or securely disposing of it when it is no longer required.

## 11. Photographs, video and lesson recordings

The School will explain the purpose of any photography, video or lesson recording and will follow its safeguarding, privacy and consent arrangements. Where we rely on consent, parents/carers may withdraw that consent for future use by contacting the School. Withdrawal does not make earlier lawful use unlawful.

## 12. Your data protection rights

Depending on the circumstances and the lawful basis being used, students and/or their parents/carers may have rights in relation to personal information. These can include the right to:

- be informed about how personal information is used;
- ask for access to personal information;
- ask us to correct inaccurate or incomplete information;
- ask us to erase information in certain circumstances;
- ask us to restrict the use of information in certain circumstances;
- object to certain uses of information;
- receive certain information in a portable format where the right to data portability applies;
- withdraw consent at any time where consent is the lawful basis.

These rights are not absolute and do not all apply in every situation. To make a request, please contact [info.virtualpersianacademy@gmail.com](mailto:info.virtualpersianacademy@gmail.com). Where appropriate, a child may exercise their own data protection rights.

## 13. Privacy information for children

Children have data protection rights too. We aim to explain how we use students' information in clear, age-appropriate language. Where appropriate, the School may provide shorter child-friendly explanations alongside this notice.

## 14. Questions or complaints

If you have a question or concern about how the School uses personal information, please contact us first so that we can try to resolve it.

Privacy contact: Rosa Rasti

Email: [info.virtualpersianacademy@gmail.com](mailto:info.virtualpersianacademy@gmail.com)

Telephone: (+44) 7551771907

You also have the right to raise a concern with the UK Information Commissioner's Office (ICO). Current contact and complaint information is available on the ICO website

## 15. Changes to this Privacy Notice

We will review this Privacy Notice regularly and update it when our practices, services or legal obligations change. Where a change is significant, we will take reasonable steps to bring the updated information to the attention of parents/carers and, where appropriate, students.

### Quick privacy summary for students

- We need some information about you so we can teach you, contact your family, support you and help keep you safe.
- We only ask for information we need and we try to keep it safe.
- We do not sell your personal information.
- If you are worried about how your information is being used, you can speak to your parent/carer, your teacher or the School.