

Privacy Policy

Montessori Grange Explorers, an international school welcoming children aged 3 to 6, attaches great importance to the protection of personal data and compliance with applicable regulations.

The purpose of this data protection policy is to inform you about the commitments and practical measures taken by Grange Explorers to ensure compliance with the rules of the nLPD and the GDPR regarding the protection of your personal data.

Data Controller

The data controller is Mrs. Monica SENOUCCI-JOQUIM, Director of Grange Explorers, Route de Frontenex 86, 1208 Geneva.

You can contact the data controller at this address: info@m-ge.ch

Data Collected

Grange Explorers ensures that only strictly necessary data are collected and processed in relation to the purposes for which they are processed.

This data includes:

- Personal data relating to parents and children
- Data relating to the establishment's staff
- Data relating to means and methods of payment

Purposes and Legal Basis of Processing

The personal data collected by Grange Explorers are processed in accordance with applicable regulations to fulfill specific purposes, based on Grange Explorers' legitimate interests, the consent of the individuals concerned, legal obligations, or contractual obligations.

The personal data collected are processed by Grange Explorers to enable it to carry out its main activities of welcoming and teaching, and to provide the services it offers, including the following main purposes:

- Pre-registration, registration
- Invoicing
- Census of children subject to compulsory schooling
- School catering
- School reception and activities
- Early childhood care
- After-school workshops ("Wednesday workshops")

Newsletter "Le journal"
School outings, school stays, and discovery classes
Parent workshops
After-school service
Summer camp
Extracurricular activities
HR management

No automated decisions are made.

Recipients of Data

The personal data we process are only used for previously determined purposes necessary for the provision of our services related to our activities.

Access to your personal data is strictly limited to the managers and employees of the company authorized to process them by virtue of their functions.

Your data may be communicated to partners, subcontractors, or service providers, notably:

To host your data and assist you in using the website;
To comply with legal and regulatory obligations in accounting and/or HR matters

Your data may also be communicated to judicial or administrative authorities when required or authorized by law and in case of requests.

Retention Periods / Temporal Proportionality

Your personal data are strictly confidential and are kept for the time necessary to achieve the aforementioned purposes or according to applicable legal and regulatory periods.

More specifically, we keep your data :

In the context of contract performance :

Data relating to the identity and contact details of parents and children are kept for 10 years from the termination of the contractual relationship.

In the context of prospecting :

Data relating to the identity and contact details of prospects are kept for 3 years from the termination of the contractual relationship or the last contact.

Personal data processed by Grange Explorers to achieve the purpose for which they were collected, as well as those necessary to comply with a legal obligation and/or to establish, exercise, or defend legal rights, may be retained without being deleted. However, these data will be subject to archiving, limited access, or anonymization measures to ensure their protection.

Your Rights

You have several rights regarding all your personal data.

These rights differ depending on the legal basis determined for the processing carried out by Grange Explorers (contract, legal obligation, consent, legitimate interest, etc.).

The right of access :

The right of access gives you the right to ask us questions about the nature of the data processing concerning you, such as the type of data collected, their origin, etc. It also allows you to request a copy of all information concerning you. This right applies regardless of the legal basis for the processing of your data.

The right to rectification :

The right to rectification allows you to update your data in case of a change in your situation, or to correct them in case of error.

The right to object :

The right to object allows you to refuse to be included, or to no longer be included, in a data processing operation.

The user may object to any processing of their personal data and request its deletion, unless the Company can demonstrate a legitimate and compelling reason for such processing, or that such processing is necessary for the establishment, exercise, or defense of legal claims.

Regarding direct marketing solicitations received from Grange Explorers, the user can withdraw the consent they have given to no longer receive solicitations.

This right can be exercised at any time and will be reminded to the user in the messages they receive from Grange Explorers.

Right to erasure :

Grange Explorers only keeps strictly necessary data. Therefore, all data concerning you are automatically deleted at the end of the specified retention period when collecting this data.

In cases where your data are processed based on your consent or Grange Explorers' legitimate interest, you have the opportunity to obtain early deletion of your data. To exercise this right, simply inform us of your desire to withdraw your consent or assert your right to object to the processing of your data.

Right to data portability / delivery or transmission :

This right allows you to request access to the data concerning you, provided that this data is subject to processing based on your consent or a contractual relationship. This data is transmitted in a technically usable format, either by yourself or by another entity than Grange Explorers.

Right to restriction :

This right gives you the possibility to suspend the processing of your data after making a request for rectification, for example. In cases where you have doubts about the legality of one of our processing operations, this right allows you to request our teams to stop processing your data, without deleting them. Furthermore, if you wish to take legal action to assert, exercise, or defend your rights, this right also allows you to "freeze" your personal data.

Right to withdraw consent:

You have the right to withdraw your consent at any time. If you have previously given your consent for the processing of your personal data, you can revoke it by contacting us at the following address: conformite@monexpertgpd.com.

Please note that withdrawing consent does not affect the legality of processing carried out before your withdrawal request.

Questions? Feel free to contact us : info@m-ge.ch.

Exercising Your Rights

To ensure that your request is managed as efficiently as possible, please indicate :

the processing(s) concerned by your request
the right(s) you wish to exercise

Your request must be accompanied by proof of identity.

Your request can be sent:
via the following form : [insert form link]

by email to the following address : conformite@monexpertgpd.com
by post : Route de Frontenex 86, 1208 Geneva.

You can also lodge a complaint with the French supervisory authority: the National Commission for Data Protection (CNIL) via the following link: <https://www.cnil.fr/fr/agir> ; and with the Swiss supervisory authority: the Federal Data Protection and Transparency Officer (FPDPT) : <https://www.edoeb.admin.ch/edoeb/fr/home.html>.

Modifications

This data protection policy may be modified at any time depending on the evolution of applicable regulations or the evolution of our services. If this is the case, updates will be made, and we invite you to regularly consult this section.

For any information requests regarding the personal data protection policy implemented by Grange Explorers, you can contact us by email at: info@m-ge.ch.