

Pen-pal Email Exchange Programme – Privacy Policy

Updated on 27th September, 2023

Participant adults:

- Programme Administrator: Erzsébet Hajdú
- Participant teachers

Our Commitment

We the teachers organising our students' email exchange are committed to the practises and policies outlined in this Privacy Policy.

Teacher Verification

All partner teachers are required to provide a Certificate of Employment stamped with the official seal of the school and signed by the headmaster of the school they work for.

The website of the school will be checked by the Programme Administrator.

Terms of Student Participation

Students can only take part in the programme with a written permission from their parent or legal guardian. The letters of permission must be stored by the students' respective English teachers.

Collecting and using student information

During the email exchange all the teacher participants get hold of their own students' email addresses and the names and email addresses of their students' pen-pals. We use the students' names and email addresses exclusively to connect the pen-pals as described in "Procedure" below.

Teachers will only write to their own students and the Programme Administrator.

Any problem during the email exchange must be reported to the Programme Administrator.

Collecting and using teacher information

The Programme Administrator will collect the following teacher information:

- the teacher's name
- the teacher's email address
- the teacher's place of work
- the website of the teacher's place of work (school)

The Programme Administrator will write emails to the participant teachers individually.

Participant teachers' email addresses will not be shared without the permission of the teacher concerned.

Procedure

The Hungarian students' letters of introduction contains the student's name and email address.

The Hungarian letters of introduction are collected in the Programme Administrator's email account.

The Programme Administrator sends the letters of introduction to the partner teachers. One letter of introduction is only sent to one partner teacher.

The partner teacher sends one letter of introduction to one of their student, this way distributing all the letters they get from the Programme Administrator.

The partner students reply to the letter of introduction and send their reply to the address designated in the letter of introduction and their own teacher's email address.

During the email exchange any further replies sent to the student's pen-pal must also be sent to the student's English teacher.

During the programme students will be encouraged to make a presentation about their pen-pal in a Word document or in the form of a Power Point Presentation. The presentations must not contain any personal information by which the students can be identified other than the student's first name and city. The presentations may be published on the participant schools' website only with the parents' permission.

Participant teachers' signatures:

Hajdú Erzsébet

Programme Administrator

Participant teacher

Participant teacher

Participant teacher

Participant teacher