

# SIS POLICY MANUAL

## 450: PERSONAL DATA PROTECTION

CREATED	EFFECTIVE ON	REVIEWED	NEXT REVIEW
Sep 13, 2019	Sep 13, 2019	Yearly	June 2024

### Policy Statement

In its collection and use of personal information, from now on called "personal data", about staff, students, parents and other individuals in contact with the school, SIS will act to ensure that such personal data is dealt with lawfully and securely in accordance with current best practice in protecting data however it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

### Definition

Personal Data is defined as data related to a living individual who can be identified from that data or other information.

### Rationale

Shekou International School collects and uses personal data about staff, students, parents, and other individuals who come into contact with the school to enable it to provide education and other associated functions to its students, parents, and staff. In addition, personal data must be collected and used to ensure that the school complies with its legal and statutory obligations.

Recognising SIS's duty to use personal data responsibly, legally, and securely, the Schoolwide Data Lead will ensure that all SIS staff involved with collecting, processing, and disclosing personal data are aware of the principles for data protection, as stated below.

Parents and students will be informed of the school's data protection policy during the initial student enrolment and provide their consent to the school's use of data at that time.

## Principles

All SIS staff collecting, processing, and disclosing personal data will be aware of their duties and responsibilities by knowing and adhering to the data protection principles below.

1. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in an incompatible manner (subject to exceptions for specific archiving purposes).
2. Personal data shall be adequate, relevant and not excessive.
3. Personal data shall be accurate and kept up to date;
4. Personal data shall be kept secure with clear and robust safeguards to protect it from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
5. Personal data shall be shared with others only when legally appropriate and necessary to meet the needs of SIS students and the school.
6. Personal data shall be processed fairly, lawfully, and transparently.
7. Personal data processed for any purpose shall be kept only as long as is necessary for that purpose or those purposes.
8. Personal data shall be stored in a form that permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
9. Personal data that is no longer required shall be destroyed securely. In the unlikely event of a data breach of SIS systems, all individuals whose personal data may have been lost, stolen, copied or otherwise compromised will be informed of the violation within forty-eight hours of SIS learning of the breach.

## Compliance and Review

This policy is subject to regular review and updates to comply with the latest IBO and WASC standards and to reflect the evolving needs of our school community. Changes are approved by the Head of School and other Shekou International School leadership team members.

## Data Breach Action Process

