

## Privacy Notice for VIS's Open Apply Portal

Vientiane International School is the Data Controller for the use of personal data in this privacy notice. The categories of student information that VIS processes include:

- personal identifiers and contacts (such as name, unique student number, contact details, and address)
- parent, legal guardian, and emergency contact details (such as name, contact details, employer, and nationality)
- characteristics (such as ethnicity and language)
- safeguarding information (such as reports of concern and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, vaccination records, child health, dental health, allergies, and medication)
- attendance (such as sessions attended, number of absences, absence reasons, and any previous schools attended)
- assessment and attainment (such as MAP, ISA, and IB scores)
- behavioral information (such as suspensions and any relevant alternative provisions put in place).

### Why VIS collects and uses student information

The personal data collected is essential for the school to fulfill its contractual functions and meet legal requirements. We collect and use student information, for the following purposes:

- to support student learning
- to monitor and report on student attainment progress
- to provide appropriate pastoral care
- to provide regular communications with parents regarding individual student issues and general school notices

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📠 : (+856 21) 318 101

🌐 : [www.vislao.com](http://www.vislao.com)

- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us by the laws of the Lao PDR and GDPR requirements.

Specific consent is requested annually as part of the re-enrollment process for student images to be used in marketing and publicity material.

Specific consent is also requested annually as part of the re-enrollment process for students under the age of 13 to use Google Workspace, as part of the GSuite Data Protection protocols.

### Collecting student information

We obtain student and parent information via application forms completed online through Open Apply. In addition, when a child joins us from another school, we are sent a secure file containing relevant information. Student data is essential for the schools' operational use. Whilst most of the student information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR VIS will inform data providers at the point of collection, whether the provision of certain student information is mandatory or optional.

Parents are asked annually as part of the re-enrollment survey to check and update the personal information held in Open Apply.

VIS cannot be responsible for information shared on Social Media by members of the VIS Community although it has published guidelines designed to protect the individual's rights to privacy.

### Storing student data

VIS holds student data securely in accordance with the School's Data Retention Policy, normally up to the student's 25 birthday. Data in respect of unsuccessful applicants is removed at the end of the year in which the application was withdrawn.

Data is shared with and stored on a number of cloud-based digital platforms including:

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- Open Apply (admissions processing system)
- iSams (student management system)
- Managebac (student academic management system)
- Schools Buddy (after-school activity management system)
- Campus Card (cashless payment and ID system)
- Follet (library management system).
- Learning Analytics Cooperative (data analytics system)

Data may also be stored in the Google Suite of systems or in hard copy format.

### Who VIS shares student information with

VIS routinely shares student information with:

- the school that the student attends after leaving VIS
- universities to which the student has applied
- the Ministry of Education and Sports, Lao PDR, if requested
- other schools for students traveling for competitions or cultural exchanges
- service providers for students traveling on school trips.

### Why VIS routinely share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

### Requesting access to personal data

Under GDPR, parents and students have the right to request access to information about them that VIS holds. To make a request for access personal information educational records, contact

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[dataprotection@vislao.com](mailto:dataprotection@vislao.com) or contact the Divisional Principal concerned. Parents have the right to make these requests for children under the age of 16. The rights transfer to the student once they reach the age of 16.

Depending on the lawful basis above, Data Subjects may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek legal redress.

If there is a concern about the way VIS is collecting or using personal data, this should be raised with VIS in the first instance.

### Withdrawal of consent and the right to lodge a complaint

Where VIS is processing personal data with consent, the data subject has the right to withdraw that consent by contacting [dataprotection@vislao.com](mailto:dataprotection@vislao.com) or the Registrar at [registrar@vislao.com](mailto:registrar@vislao.com).

For full details of VIS's Data Protection policies and protocols, reference should be made to the VIS Data Protection Handbook, copies of which may be obtained from the school by contacting [dataprotection@vislao.com](mailto:dataprotection@vislao.com) or via the Parent Portal on the VIS website.