

SIS POLICY MANUAL

450: PERSONAL DATA PROTECTION

CREATED	EFFECTIVE ON	LAST REVIEWED	NEXT REVIEW
Sep 13, 2019	Sep 13, 2019	June, 2022	SY 2022-23

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 which relates to a living individual who can be identified from that data or other information held.

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, there are requirements to collect and use personal data to ensure that the school complies with its legal and statutory obligations.

In recognizing the duty of SIS to use personal data responsibly, legally, and securely, the HOS will ensure that all SIS staff involved with the collection, processing and disclosure of personal data will be 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 involved with collecting, processing and disclosing personal data will be aware of their duties and responsibilities by knowing and adhering to the principles for data protection below.

1. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes (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 unauthorized disclosure, irrespective of the format in which it is recorded.
5. Personal data shall be shared with others only when it is legally appropriate to do so and necessary to meet the needs of SIS students and the school.
6. Personal data shall be processed fairly, lawfully and in a transparent manner.
7. Personal data processed for any purpose shall not be kept longer than 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 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.