



# Privacy Policy

## BISS

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## 1. Purpose

BISS Gausel, BISS Sentrum and BISS Preschool (referred to as "the British International School of Stavanger") values the privacy and security of personal data. This privacy policy explains how we collect, use, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and Norwegian law, including the Norwegian Personal Data Act.

## 2. Data Controller

The British International School of Stavanger, located in Stavanger, is the data controller for personal data collected through its operations and services. If you have questions about this policy or wish to exercise your rights, please contact us at:

### BISS Gausel

- Email: office.gausel@biss.no
- Phone: +47 51 95 02 50

### BISS SENTRUM

- Email: office.sentrum@biss.no
- Phone +47 5150 5100

### BISS PRESCHOOL

- Email: office.preschool@biss.no
- Phone: +47 51505100

## 3. Data We Collect

We collect and process various types of personal data for students, parents/guardians, employees, and others who interact with the British International School of Stavanger. The data collected may include:

- **Student Data:** Name, date of birth, contact details, health information (with explicit consent), educational history, grades, attendance records, and any other data required for the education process.
- **Parent/Guardian Data:** Name, contact details, relationship to the student, and necessary financial information.
- **Employee Data:** Name, contact details, employment history, payroll information, performance records, and certifications.
- **Other Data:** visitor logs, and communication records.

## 4. Purpose and Legal Basis for Processing Data

The British International School of Stavanger processes personal data for the following purposes:

- **Educational Purposes:** To fulfil educational requirements, provide instruction, and monitor student progress.
- **Administrative Purposes:** For communication with parents/guardians, organizing school activities, managing attendance, and maintaining accurate records.
- **Legal Compliance:** To comply with legal obligations such as health and safety regulations and reporting requirements.
- **Security:** To protect the safety of students, employees, and visitors on school premises.
- **Communication:** To send newsletters, updates, and announcements relevant to school operations.

The legal bases for these processing activities include contract fulfilment (GDPR Art. 6(1)(b)), compliance with legal obligations (GDPR Art. 6(1)(c)), consent (GDPR Art. 6(1)(a)), and legitimate interest (GDPR Art. 6(1)(f)).

## 5. Consent and Withdrawal

For data that requires explicit consent, such as health information or specific marketing communications, we will ask for permission. Consent can be withdrawn at any time by contacting the school at the details provided above.

## 6. Data Sharing and Disclosure

Personal data may be shared with third parties when necessary to fulfil educational or administrative obligations, or to comply with the law. These parties may include:

- Government authorities, as required by law.
- Service providers such as IT support, school software systems, and financial services.
- Healthcare providers, if necessary for the wellbeing of students or staff.

The British International School of Stavanger ensures that all third-party providers comply with GDPR and Norwegian privacy requirements.

## 7. Data Security and Retention

We implement appropriate security measures to protect personal data from unauthorized access, alteration, disclosure, or destruction. Access to personal data is restricted to authorized personnel.

Data retention periods are determined in accordance with legal obligations and the necessity for fulfilling educational purposes. Once personal data is no longer needed, it will be securely deleted.

## 8. Rights of Data Subjects

Under GDPR, individuals have the following rights regarding their personal data:

- **Right to Access:** You may request access to your personal data held by the British International School of Stavanger.
- **Right to Rectification:** You have the right to request corrections to any inaccurate or incomplete data.
- **Right to Erasure:** In certain circumstances, you may request the deletion of your personal data.
- **Right to Restriction of Processing:** You may request a limitation on the processing of your personal data.
- **Right to Data Portability:** Where applicable, you can request a copy of your data in a structured, machine-readable format.
- **Right to Object:** You have the right to object to certain types of processing, such as direct marketing.

Requests to exercise these rights can be submitted to the School's Email Address. Please note that certain legal requirements may affect the ability to fulfil these requests.

## 9. Changes to the Privacy Policy

The British International School of Stavanger reserves the right to modify this privacy policy to reflect changes in regulations or our data processing practices. Any updates will be communicated to relevant individuals and posted on our website.

## 10. Contact Information

For further information about our privacy practices or if you have any concerns regarding the handling of personal data, please contact us.