



DATA PROTECTION POLICY

Our school aims to ensure that all personal data collected about staff, pupils, parents and carers, governors, visitors and other individuals is collected, stored and processed.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

This policy applies to **all staff** employed by our school, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

We will not normally share personal data with anyone else without consent, but there are certain circumstances where we may be required to do so. These include, but are not limited to, situations where:

- There is an issue with a pupil or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this
- Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies.

When doing this, we will:

Only appoint suppliers or contractors that can provide sufficient guarantees that they comply our data protection policy

Only share data that the supplier or contractor needs to carry out their service

We will also share personal data with law enforcement and government bodies where we are legally required to do so.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

Photos or videos

As part of our school activities, we may take photographs and record images of individuals within our school.

We will obtain written consent from parents/carers (or pupils aged 18 and over) for photographs and videos to be taken of their child for communication, marketing and promotional materials.

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other pupils are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers have agreed to this.



Where the school takes photographs and videos, uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages
- The school WhatsApp broadcast and other communication apps such as Class Dojo and Tapestry

Consent can be refused or withdrawn at any time.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified, other than in the closed means of communication such as the school WhatsApp broadcast group where students may be named.

Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files.

In Seychelles, data is required to be stored for 7 years.