



### **PRIVACY STATEMENT**

Sidmouth International School is committed to protecting and respecting your privacy to promote good practice in the handling and use of all personal information.

The school needs to collect and use certain types of personal information about the people it deals with in order to operate. This includes information about current, past and prospective employees, homestay families, students, agents and suppliers. We recognise and fully respect the privacy of personal information and ensure we treat personal information lawfully, correctly and in accordance with the 2018 General Data Protection Regulations (GDPR).

Please refer to Sidmouth International School Privacy Policy.

### **PRIVACY POLICY**

Your privacy is important to us. This policy sets out the basis under which confidential data we hold is maintained and its purpose. This policy applies to all employees, individuals, agents and external suppliers about whom the school possesses confidential information. Only relevant information will be shared when necessary e.g. for payroll or British Council inspectors. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it. By providing personal data to us, you are accepting and consenting to the practices described in this policy.

For the purpose of GDPR, the data controller is Sidmouth International School.

### **INFORMATION WE MAY HOLD ABOUT YOU**

Categories of information we collect, hold and process relevant to students, parents/guardians, employees and other external agents, including host families, includes personal data provided for the purposes of, for example, student registration, application forms for accommodation, host family registration, employee records and other necessary data. Specific information may include:

- Name
- Date of birth
- Home address
- Contact numbers
- Email address
- Student progress and reports
- Correspondence
- Financial data
- Tax and payroll data
- Employee records

Information collected and held is done so in strict accordance with the Data Protection Act 1998.

### **WHY WE COLLECT AND USE THIS INFORMATION**

Collection of data is necessary in order to properly administer, deliver services, comply with regulatory bodies and conduct the business of Sidmouth International School. Examples of how we use this information include:

- To allow students to register and participate in the services we supply
- To allow us to communicate
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To process financial transactions including payroll and invoicing
- To comply with statutory reporting requirements
- To assess the quality of our services and teaching performance
- To comply with the law regarding data sharing

At all times we do our best to insure your personal data is current and relevant to the conduct of our business.

### **WHO IS RESPONSIBLE FOR YOUR DATA?**

The school will take steps to ensure that:

- Everyone managing and handling personal information understands that they are responsible for following good data protection principles and that deliberate misuse or reckless use of personal information may result in disciplinary action being taken
- Methods of handling personal information are regularly assessed and evaluated

### **PROVIDING YOUR PERSONAL INFORMATION TO OTHERS**

The information you provide to us may be shared with external agencies such as external academic and administrative departments and others solely in connection with the delivery of our services. Unless required to do so by law, the School will not otherwise share, sell or distribute any of your personal information without your consent.

Note:

We may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your interests.

We may disclose your personal data as reasonably necessary for the purposes of managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

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

