

**AMITY INTERNATIONAL SCHOOL AMSTERDAM**  
**DATA PROTECTION POLICY**  
**May 2018**

**General Data Protection Regulation**

**Our Commitment:**

Amity International School Amsterdam ("The School") is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller. The handling of such data is in line with the data protection principles set out in the data protection legislation General Data Protection Regulation (GDPR). It shall be monitored and implemented in order to remain compliant with all requirements.

The legal bases for processing data are as follows –

- (a) Consent: the member of staff/student/parent has given clear consent for The School to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for the member of staff's employment contract or student placement contract.
- (c) Legal obligation: the processing is necessary for The School to comply with the law (not including contractual obligations)
- (d) Legitimate interests: the processing is necessary for the safeguarding and best interests of staff/student/parent

The members of staff responsible for data protection are mainly the Principal and the Operations Manager as well as staff who are handling data as part of their core role within The School (Admissions, Library, HR etc). However, all staff must treat all personal (students and adults) data in a confidential manner and follow the guidelines as set out in this document and other school policies.

The School is also committed to ensuring that its staff are aware of data protection policies, legal requirements and as a result will provide adequate training opportunities within The School and externally as is deemed appropriate.

The requirements of this policy are mandatory for all staff employed by The School and any third party contracted to provide services within, or on behalf of, The School.

**Notification:**

Breaches of personal or sensitive data shall be reported within 72 hours to the individual(s) concerned and Dutch Data Protection Authority [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)

**Personal and Sensitive Data:**

All data within The School's control shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The definitions of personal and sensitive data shall be as those published by the Dutch Data Protection Authority. The principles of the GDPR shall be applied to all data processed:

- ensure that data is fairly and lawfully processed in a transparent manner
- process data only for specified, explicit and legitimate purposes
- ensure that all data processed is adequate, relevant and what is necessary
- ensure that data processed is accurate and kept up to date
- not keep data longer than is necessary
- process the data in accordance with the data subject's rights
- ensure that data is secure
- ensure that data is not transferred to other countries without adequate protection

**Fair Processing / Privacy Notice:**

We shall be transparent about the intended processing of data and communicate these intentions via notification to staff, parents and pupils prior to the processing of individual's data.

Notifications shall be in accordance with Dutch Data Protection Authority guidance and, where relevant, be written in a form understandable by those defined as 'Children' under the legislation.

There may be circumstances where The School is required either by law or in the best interests of our students or staff to pass information onto external authorities. These authorities are compliant with data protection law and have their own policies relating to the protection of any data that they receive or collect.

The intention to share data relating to individuals to an organisation outside of our school shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Any proposed change to the processing of individual's data shall first be notified to them.

Under no circumstances will The School disclose information or data:

- that would cause serious harm to the child or anyone else's physical or mental health or condition
- indicating that the child is or has been subject to child abuse or may be at risk of it, where the disclosure would not be in the best interests of the child
- recorded by the pupil in an examination
- that would allow another person to be identified or identifies another person as the source, unless the person is an employee of The School or a local authority or has given consent, or it is reasonable in the circumstances to disclose the information without consent.

The exemption does not apply if the information can be edited so that the person's name or identifying details are removed in the form of a reference given to another school or any other place of education and training, the child's potential employer, or any national body concerned with student admissions.

**Data Security:**

In order to assure the protection of all data being processed and inform decisions on processing activities, we shall undertake an assessment of the associated risks of proposed processing and the impact on an individual's privacy in holding data related to them.

Risk and data protection impact assessments shall be conducted in accordance with guidance given by the Dutch Data Protection Authority.

Security of data shall be achieved through the implementation of proportionate physical and technical measures. Nominated staff shall be responsible for the effectiveness of the controls implemented and reporting of their performance.

The security arrangements of any organisation or third party with which data is shared shall also be considered and where required these organisations shall provide evidence of the competence in the security of shared data. Data Protection clauses will be included in all contracts where data is likely to be passed to a third party as well as data processing agreements.

**Data Access Requests (Subject Access Requests):**

All individuals whose data is held by us, have a legal right to request access to such data or information about what is held. We shall respond to such requests within one month and they should be made in writing to:

The Principal  
Amity International School Amsterdam  
Amsterdamseweg 204  
1182HL  
Amsterdam  
The Netherlands

No charge will be applied to process the request.

Personal data about pupils will not be disclosed to third parties without the consent of the child's parent or carer, unless The School is obliged by law or in the vital interest of the child. Personal data about staff and other adults will not be disclosed to third parties without the consent of the individual, unless The School is obliged by law or in the vital interest of the individual.

**Data may be disclosed to the following third parties without consent:**

**Other schools** - If a pupil transfers from The School to another school, relevant data will be forwarded onto the new school. This will support a smooth transition from one school to the next and ensure that the child is provided for as is necessary. It should ensure that there is minimal impact on the child's social, emotional and academic progress as a result of the move.

**Examination authorities**

This may be for registration purposes, to allow the pupils at The School to sit examinations set by external exam bodies.

**Health authorities**

As obliged under health legislation, The School may pass on information regarding the health of children in The School to monitor and avoid the spread of contagious diseases in the interest of public health.

**Police and courts**

If a situation arises where a criminal investigation is being carried out The School may have to forward information on to the police to aid their investigation. The School will pass information onto courts as and when it is ordered.

**Social workers and support agencies**

In order to protect or maintain the welfare of our pupils, and in cases of child abuse, it may be necessary to pass personal data on to social workers or support agencies.

**Educational division**

The School may be required to pass data on in order to help the government to monitor the national educational system and enforce laws relating to education.

**Contractors and providers of Educational Services**

As a Data Controller, The School is responsible for the security of any data passed to a "third party". These third party Data Processors only process data under the instructions of The School for the purposes set out in our Privacy Notice. Data Protection clauses will be included in all contracts where data is likely to be passed to a third party as well as data processing agreements.

**Photographs and Video:**

Images of staff and pupils may be captured at appropriate times and as part of educational activities for use in school only.

Unless prior consent from parents/pupils/staff has been given, The School shall not use such images for publication or communication to external sources.

It is The School's policy that external parties (including parents) may not capture images of staff or pupils during such activities without prior consent.

**Right to be Forgotten:**

Where any personal data is no longer required for its original purpose, an individual can demand that the processing is stopped, and all their personal data is erased by The School including any data held by contracted processors

**Location of information and data:**

Hard copy data, records, and personal information are stored out of sight and in a locked cabinet. The only exception to this is medical information that may require immediate access during the school day. This will be stored with the school nurse.

Sensitive or personal information and data must not be removed from The School site, however, the school acknowledges that some staff may need to transport data between The School and their home in order to access it for work in the evenings and at weekends. This may also apply in cases where staff have offsite meetings or are on school visits with pupils.

The following guidelines are in place for staff in order to reduce the risk of personal data being compromised:

- Paper copies of data or personal information should not be taken off The School site. If these are misplaced they are easily accessed. If there is no way to avoid taking a paper copy of data off The School site, the information should not be on view in public places or left unattended under any circumstances.
- Unwanted paper copies of data, sensitive information or pupil files should be shredded. This also applies to handwritten notes if the notes reference any other staff member or pupil by name.
- Care must be taken to ensure that printouts of any personal or sensitive information are not left in printer trays or photocopiers.
- If information is being viewed on an electronic device, staff must ensure that the window and documents are properly shut down before leaving the device unattended. Sensitive information should not be viewed on public computers.
- School Data is stored in 'The Cloud', (Amity OneDrive). It must only be accessed and saved in that location it should not be downloaded onto a USB stick.
- Data should not be transferred onto any home or public computers. Work should be edited and saved in 'The Cloud', (Amity OneDrive).
- These guidelines are clearly communicated to all school staff, and any person who is found to be intentionally breaching this conduct will be disciplined in line with the seriousness of their misconduct.

**Data Disposal:**

- The School recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.
- All data held in any form of media (paper, electronic etc.) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services.
- All data shall be destroyed or eradicated to agreed levels, meeting official standards, with confirmation at completion of the disposal process.

- Disposal of IT assets holding data shall be in compliance with Dutch Data Protection Authority guidance.

**Contact:**

The first contact point for matters relating to this Data Protection Policy is the Principal. The Principal can be contacted by email at [principal@amity.amsterdam](mailto:principal@amity.amsterdam) or in writing at:

The Principal  
Amity International School Amsterdam  
Amsterdamseweg 204  
1182HL  
Amsterdam  
The Netherlands

***Accepted on 25 May 2018***

*Reviewed on 4 June 2018*

*Next review January 2018*