



SISPP ICT07 Personal Information Policy - draft

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Reviewed by the Senior Team on:
Authorised by the Senior Team on:
Date of Next Review by School Senior Leaders:

Shrewsbury International School Phnom Penh is committed to providing outstanding care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

Shrewsbury International School Phnom Penh: Personal Data Collection, Storage and Use Policy

Introduction

Shrewsbury International School Phnom Penh ("SISPP") is committed to protecting the privacy of its pupils, staff, parents/guardians, and other individuals whose personal data we process. This policy outlines how we collect, store, and use personal data in accordance with the principles of the UK General Data Protection Regulation (UK GDPR) and relevant Cambodian privacy laws.

What Personal Data Do We Collect?

SISPP may collect a variety of personal data, depending on your interaction with the school. This may include:

- Pupil Data: Name, date of birth, nationality, address, contact details (parents/guardians), academic records, medical information, disciplinary records, and any other data relevant to a pupil's educational needs.
- Staff Data: Name, contact details, qualifications, employment records, references, and other data necessary for employment purposes.
- Parent/Guardian Data: Name, contact details, relationship to pupil, and any other data necessary for supporting a pupil's education.
- Visitor Data: Name, contact details, reason for visit, and any CCTV footage captured during your visit.

How Do We Collect Personal Data?

We collect personal data through various methods, including:

- Application forms (pupil admissions, staff recruitment)
- School registration forms
- Medical forms

- School communication channels (website forms, emails)
- CCTV cameras installed for security purposes

Why Do We Collect Personal Data?

SISPP collects personal data for the following legitimate purposes:

- To provide a high-quality education and pastoral care to pupils.
- To comply with Cambodian educational regulations and reporting requirements.
- To manage staff employment and payroll.
- To communicate with parents/guardians regarding their child's education.
- To ensure the safety and security of pupils, staff, and visitors on school premises.

How Do We Store Personal Data?

SISPP takes all reasonable steps to ensure the security of personal data. We store data electronically and in paper format, using appropriate security measures to prevent unauthorised access, disclosure, alteration, or destruction.

Data Retention

We will only retain personal data for as long as it is necessary for the purpose for which it was collected, or as required by law. We have a data retention schedule in place to ensure data is deleted securely when it is no longer required.

Your Rights

Under the UK GDPR and Cambodian privacy laws, you have certain rights regarding your personal data. These include:

- The right to access your personal data
- The right to request rectification of inaccurate data

- The right to request erasure of your data (subject to certain exceptions)
- The right to restrict processing of your data
- The right to data portability

Sharing Your Data

SISPP will only share your personal data with third parties where necessary for the purposes outlined above or with your explicit consent. These third parties may include educational examination boards, healthcare providers, and IT service providers. We ensure that any third parties we share your data with have appropriate security measures in place.

Contact Us

If you have any questions about this policy or your data privacy rights, please contact the School Data Protection Officer at

Changes to this Policy

SISPP reserves the right to update this policy at any time. We will notify you of any significant changes.

Additional Considerations for Cambodian Law

This policy adheres to the UK GDPR principles, but we also acknowledge the need to comply with Cambodian privacy laws. These may include additional requirements for data localisation and specific consent requirements for certain types of data processing. SISPP will stay up-to-date on Cambodian privacy laws and ensure this policy reflects any relevant legal changes.

We hope this policy provides clear information about how SISPP collects, stores, and uses your personal data.