

WINFORD

BILINGUAL PRIMARY SCHOOL



Winford Bilingual School Privacy Notice for Parents

Joy Otto is the data controller of the personal information that you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. The school has identified lead contact points for data protection. They oversee and monitor the school's data protection procedures ensuring that they are compliant with the EU General Data Protection Regulation 2018 (GDPR).

Why do we collect and use your information?

Winford Bilingual Primary School of Amsterdam holds the legal right to collect and use personal data relating to students and their families. We collect and use personal data to meet legal requirements and legitimate interests set out in the GDPR and Dutch law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR In accordance with the above, the personal data of students and their families is collected and used for the following legitimate interests:
- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students
- To meet the statutory duties of the school In addition, special category data as set out in Article 9 of the GDPR, such as ethnicity, religion and medical information, is collected and used under the following conditions:
- Necessary to fulfill our obligations as data controller
- Necessary to fulfill the vital interests of data subject (students)

Which data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information – e.g. names, student numbers, ID information and contact details

WINFORD

BILINGUAL PRIMARY SCHOOL



- Characteristics – e.g. native language, nationality, country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. test results and progress grades
- Relevant medical and dietary information
- Information relating to special educational needs and disabilities (SEN)
- Behavioural information – e.g. record of misbehaviour

How do we collect student information?

Student data is essential for the school's operational use. We may receive information regarding the students from the registration process, their previous school, a local authority or other such official body. Whilst the majority of the personal data that you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to students at Winford Bilingual Primary School Amsterdam and their families is stored securely in line with the school's Data Protection Policy and data retention schedule. For more information on how we keep your data safe please contact the school. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share students' data with the relevant departments within the authorities who have responsibility for education on a statutory basis. Winford Bilingual Primary School Amsterdam is required by law to provide information about our students to the relevant authorities as part of statutory data collections, such as the school absence data; some of this information is then used by the authorities for:

- Conducting research or analysis

WINFORD

BILINGUAL PRIMARY SCHOOL



- Producing statistics
- Providing information, advice or guidance

The school routinely shares students' information with:

- Students' destinations upon leaving the school
- The relevant local authority
- The Kinderbescherming (Child Protection)

The Dutch authorities have robust processes in place to ensure that the confidentiality of any data shared is maintained. Winford Bilingual Primary School Amsterdam will not share your personal information with any third parties without your consent, unless the law and our policies allows us to do so. Where the school outsources data to a third party processor, the same data protection standards that Winford Bilingual Primary School Amsterdam upholds are imposed on the processor.

What are your rights?

Parents and students have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Winford Bilingual Primary School Amsterdam uses your personal data
- Request access to the personal data that Winford Bilingual Primary School Amsterdam holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed to non-authorized authorities

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school coordinator who will refer you to the data protection contact. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way Winford Bilingual Primary School Amsterdam and/or the Authorities are collecting or using your personal data, you can contact the school directly or raise a concern with the Dutch Data Protection Authority www.autoriteitpersoonsgegevens.nl

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BILINGUAL PRIMARY SCHOOL



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BILINGUAL PRIMARY SCHOOL



Where can you find out more information?

If you would like to find out more information about how we use and store your personal data, please contact the school or view our Data Protection Policy on our website.