

**THE BRITISH INTERNATIONAL SCHOOL OF STAVANGER**

*'Creating role models of the future'*

**PRIVACY POLICY**

This policy provides information about the processing of students' personal data by the school.

The British International School of Stavanger processes personal data about its students and follows guidance for this purpose as set out in the Data Protection Act 1998. Anonymous information may be shared with other organizations, such as inspection authorities, for external audit purposes.

School processes this information to:

- support its students teaching and learning;
- monitor and report progress to parents and other teachers within the school;
- provide appropriate pastoral care, and to
- assess how well the school as a whole is performing.

This information includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

The school will not give out any information about its students to persons outside the school without parents' consent unless the law requires us to do so. Please note that school is required, by law, to cooperate with and pass information to local social services and, or next school where issues of a Child Protection nature have been noted.

All members of staff are required to sign confidentiality notices at the outset of their employment. Information about students, their families and associated matters are covered by this confidentiality clause in all employee's contracts.

Parents can request to see a copy of the information we hold and share about your child please contact the school office.

Policy reviewed  
August 2016