



the city school



the purple elephant



the dove center

# ELC International Schools

## Data Privacy Policy

---

Related policies:

---

### Vision Statement

Cultivating creativity, valuing difference, empowering minds, striving to build a global community.

### Mission Statement

Enriching minds through purposeful reflection, critical thinking and creativity.

Learning to wonder, inquire and question through Project, expressive languages and engaging academics.

Celebrating individuality, culture and diversity through the image of the child.

The following data protection principles are adhered to at ELC International School / The City School. Archived analogue data is stored under lock and key, and electronically stored data is protected either locally with a firewall software and is password protected or in secure accounts on cloud based servers.. Confidential information, such as Student Support Services data is stored securely, and placed in files, only accessed by the relevant staff. Usernames and passwords enable users to access the School's data system on Google Drive. All laptops used by the Administrative staff at home are set up with hard drive encryption. All data on Google Drive is automatically backed up. It is the responsibility of each ELC staff member to back up their work that is saved locally on their school computer. Anti-virus software has been installed on school ICT equipment.

ELC International School / The City School is committed to train ELC staff so that they are aware of their responsibilities and understand the school's relevant procedures on data privacy. For the purposes of this document, the term ELC staff includes supply teachers and teaching assistants. ELC staff are required to maintain the confidentiality of any data to which they have access. All ELC staff are aware that they do not use any school devices to store personal data on. All ELC Staff do not use personal storage for school data. All removable storage media, such as hard drive or memory stick, are kept securely and out of sight. Individual staff are aware of their responsibility to ensure the security of any personal, sensitive, confidential and classified information contained in documents faxed, copied, scanned or printed. This is particularly important when multifunction print, scan, copiers are used.

All ELC staff are to comply with the following measure:

No words, pictures, documentation or project stories can be used for an individual's professional development, without prior written consent of the School. This covers an individual ELC staff member during employment, and afterwards when an individual's contract has been terminated. All of these items are considered intellectual property of ELC, and legal action will be taken should use of these documents without permission occur.

Staff should ensure that they inform the Head of School immediately should there be a data breach. A data breach can take many forms, for example:

- Loss or theft of data or equipment on which personal information is stored
- Unauthorised access to or use of personal information either by a member of staff or third party
- Loss of data resulting from an equipment or systems (including hardware or software) failure
- Human error, such as accidental deletion or alteration of data  
Cont./
- Unforeseen circumstances, such as a fire or flood
- Deliberate attacks on IT systems, such as hacking, viruses or phishing scams
- Blagging offences where information is obtained by deceiving ELC International School / The City School, which holds it

### *CCTV*

ELC International School / The City School collects information in the form of CCTV to ensure the safety and security of children and staff. Cameras are situated externally at 28 points around the campus. ELC retains the CCTV images for approximately 21 days and then they are deleted.; the tape loops and is overridden.

The cameras shall not be placed in areas where there may be a reasonable expectation of privacy (e.g. the interiors of restrooms, guidance and nurse's offices, private offices, department offices, meeting rooms, staff lounges).

*Review of Policy*

This policy will be reviewed annually to reflect best practice or changes to legislation or technologies.

All ELC community members must sign below to confirm that you have read, understood or asked for clarification on the above policy and will comply fully with the guidelines given within.

ELC Family of International Schools is committed to the safe and secure storage of data. This pertains to data collected in both analogue (forms, documents, in writing) and through technological means (information systems, e-mail). The policy applies to all ELC staff, the board, parents / guardians, students and others (including prospective or potential students and their parents/guardians, applicants for staff positions within the school, outside providers of services such as coaching or therapies).

ELC Family of International Schools will ensure that the appropriate security measures, either technical or organisational are in place to protect against the unauthorised and unlawful processing of information, or against accidental loss and damage of data.

ELC Family of International Schools commits to ensuring personal data is processed fairly, lawfully and in a transparent manner.

ELC Family of International Schools tries to ensure that all personal data in relation to an individual is as up to date and as accurate as possible.

The school collects data for specific, legitimate and lawful purposes. Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to data the school holds on others, such as members of staff or individuals applying for positions at ELC International School, the information is generally furnished by the individual themselves, with full and informed consent during the course of their employment or contract with the school. All information is kept with the best interest of the individual in mind, at all times. ELC Family of International Schools retains personal data only for as long as necessary.

Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a need to know basis, and access to it is strictly controlled.

ELC Family of International Schools uses information provided in the following ways:

- For admissions and enrolment; personal identifiers and characteristics
- For attendance / non-attendance purposes
- For school approved trips and after school activities (ASA's)
- To provide a safe learning environment; photographs for identification purposes
- To comply with child protection requirements
- To support the academic, care and personal objectives of children at ELC, including the monitoring and reporting of progress
- Photographs and video evidence taken by ELC staff and students to document learning and everyday life at ELC
- To provide a tailored learning environment using student support services
- To protect the health of children and staff
- To enable children to continue their education at other educational organisations
- To inform teacher evaluation, and for recruitment and retention purposes
- To enable ELC staff to be paid
- To meet statutory requirements of evaluating bodies, such as CIS and WASC
- To help investigate any concerns or complaints