



Title	:	Data Protection Policy
File Name	:	WIA/ACD-DPP/017
Date of Issue	:	05th Feb 2021

Introduction

A Data Protection Policy is designed to protect the privacy of all individuals. It is to ensure any personal information about an individual to be processed securely and confidentially.

Data Protection covers data stored on servers, database, website, even on paper. It is introduced because of the huge advancement in technology.

Overview and Purpose

Wise Indian Academy gathers and uses personal information about teachers, students, parents and those who come into contact with the school. In order to allow the school to provide education and other relevant functions, this information is collected.

The school is committed to ensure that every member of staff and registered student protects personal data by making sure that they process it lawfully, fairly and transparently.

The school will do everything reasonably possible to protect sensitive and personal data.

By adhering to the rules, all staffs involved in the collection, processing and disclosure of personal data would be mindful of their roles and responsibilities.

The policy also includes how you can complain if you feel that we have inappropriately used your details. This outlines how and why personal data is used for various types of data, and how long it will typically be kept for.

Personal Information

Personal information is something that relates to a person that identifies them.



Data Protection Statement

The school pledges to maintain all the statement followed:

- ◆ The data shall be processed fairly and lawfully;
- ◆ The data processed for any purpose shall not be retained for longer than is necessary for that purpose or for those purposes;
- ◆ The data can only be extracted for one or more stated and valid purposes(s);
- ◆ The data collected will be sufficient, appropriate and not excessive;
- ◆ The data will be reliable and kept up-to-date where necessary;
- ◆ The data shall be kept secure.

General Declaration

- ◆ Notify the individuals why the data is being collected when it is collected;
- ◆ Notify the individuals when their data is shared, and why and with whom it has been shared;
- ◆ Ensure the data is not held for longer than required;
- ◆ Verify the consistency and the accuracy of the data it keeps;
- ◆ Ensure that consistent and robust protections are in place to protect personal information, regardless of the medium in which it is registered, from loss, fraud and unauthorized disclosure;
- ◆ Make sure our staffs are aware of our policies and procedures and understand them.
- ◆ Share data with others only when it is legitimately necessary to do so.

Communication & Complaints

In case of any enquires or complaints about this policy, please contact ict@bhavansajman.com



Privacy Notice

Wise Indian Academy is committed to protecting the privacy of personal information and its security. This Privacy Notice explains how we obtain and use sensitive student information.

Who collects the data?

Wise Indian Academy school is a “data controller.” It ensures that we are accountable for determining how we keep and use personal data about students and staffs.

What kind of information we hold about you?

The following types of personal information about you can be collected, stored and used:

- Student/Staff personal information such as name, pupil number, date of birth, photo, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Financial details;
- Performance and assessment information;
- Behavioral information;
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data including ethnicity, relevant medical information, special educational needs information;
- Images of pupils engaging in school activities, and images captured by the School’s CCTV system;
- Staff biometric data, photo, certificates and CV information.



- Information about the use of our IT, communications and other systems, and other monitoring information;
- Other information in the digital media, for example information from articles in the press, school website and on social media pages.

Collecting this Data

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. It is important that the personal information we keep about you is specific and up-to-date. When your personal details change throughout your working relationship with us, please keep us updated.

- We collect the personal information of students from the following sources:
- Online admission form in website;
- Admission enquiries from various digital medias/social network pages;
- Application forms and consent letters;
- Health card and application form related to medical history;
- Surveys and other online forms;
- Device information that is connected to our server and internet; using of school website;

How we use your personal information?

We hold pupil data and use it for-

- Selection of pupils (and to confirm the identification of future pupils and their parents);
- Providing pupils with education facilities and extracurricular activities and tracking the success and educational needs of pupils;
- Assessing performance and to set targets for schools;
- Support teaching and learning;
- Assess the suitability of the prospective pupil for school attendance;



- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV;
- Comply with the legal requirements and where otherwise reasonably necessary for the school's purposes, including obtaining appropriate professional advice for school.

Data Security

Establish adequate security measures to prevent personal information from being unintentionally lost, used or accessed, changed or released in an unauthorized manner.

We have protocols to deal with any alleged breach of data protection and will report a suspected breach to you or any relevant regulator where we are legally required to do so.

If the data breach is online, the actions will be taken as per the Online Safety Policy.



Requesting Access to Your Personal Data

You have the right to:

- ◆ Object to the processing of personal data capable of causing, or likely to cause, harm or distress;
- ◆ Request that the personal details we keep about you be corrected. This helps you to correct any incorrect or inaccurate details that we have about you.
- ◆ Prevent processing for the purposes of direct marketing;
- ◆ Demand that your personal details be deleted;
- ◆ Request the transfer of your personal information to another party;
- ◆ Restriction of processing of your personal information

Right to withdraw the consent

Once you have signed a parental agreement, you have given us permission to process your personal details for the purpose of meeting our obligations under that agreement. You have the right at any time to withdraw your consent for processing for that reason, but this would have an impact on our ability to provide education and is likely to lead to your child being withdrawn from the school.

We will no longer process your application once we have received notice that you have withdrawn your consent and, we will safely dispose of your personal data.

The Online Safety Leader compliance with this privacy notice. If you have concerns about this privacy notice or how we treat your personal data, please contact ict@bhavansajman.com

Revision


Revision Date	File Name	Revision
05 th Feb 2021	WIA/ACD-DPP/017	New policy



BHAVANS
WISE
INDIAN ACADEMY

Policy /Data Protection Policy

Approvals


Principal

Appendix

Online Safety Policy

<https://ovq.843.myftpupload.com/wp-content/uploads/2021/02/ONLINE-SAFETY-POLICY.pdf>