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## BURUNDI ENGLISH SCHOOL DATA PROTECTION POLICY

### DATA PROTECTION POLICY

#### I Introduction

Burundi English School is committed to ensuring that all personal information that is collected, used, disclosed and retained in its school is protected in accordance with the expectations of parents, students, employees and in compliance with its obligations.

Therefore, this document sets out the expectations of all staff members for compliance with the GDPR. Any breach of that regulation by the staff member must be reported to the appropriate authority and a disciplinary action may be taken.

However, it is very important to note that this policy does not prevent or limit sharing information for the purpose of safeguarding. Information can be shared without consent if to gain consent would create a safeguard risk.

This policy also sets out the basis on which we process any personal data we collect or that parents, students or staff provide to us.

Under data protection law, individuals have the right to be informed when their data is being processed. Therefore, Burundi English school will comply with this right by providing a privacy notice to any individual when processing his/her data.

#### II. The personal data that Burundi English School holds

Personal data that Burundi English School may collect and process include:

- a. students related
  - names
  - dates of birth
  - Address
  - Nationality
  - Identification number
  - Student's school of origin
  - Report cards
  - Birth certificate
  - Parents 'names, address and contacts
  - Results of internal and external assessments

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- Students' records
- Special educational need information
- Details of any medical conditions, including physical and mental health.
- Attendance information
- Safeguarding information
- Details of any support received, including care package, plans to support and providers
- Photographs
- Videos
- Bursary students 'contracts
- Expulsion information

### **b. staff /school related**

- names
- address
- Identification documents
- Contracts
- Curriculum
- Videos
- Photographs
- Expulsion information
- Account numbers
- Pay roll
- Pay slip

## **III. Purposes for collecting, holding data**

- Processing admission application
- Support/follow up / students' learning
- Protect students' welfare
- Track students' learning journey
- Monitor and report on students' progress
- To comply with the law regarding data sharing
- For marketing purposes
- To comply with the tax collection/payment law

## **IV. Data protection Principles**

The GDPR is based on data protection principles that Burundi English School must comply with. The principles state that personal data must be:

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*Today Creates Tomorrow*

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- Collected for specified, explicit and legitimate purposes.
- Adequate and relevant to fulfil the purposes for which it is processed.
- Processed lawfully and fairly.
- Transparent.
- Updated
- Processed in a secure way.
- Kept for no longer than is necessary depending up on the purposes for which it is processed.

Therefore, below is how Burundi English School plans to comply with those principles.

### **V. Roles and responsibilities**

#### **a. B.E.S as a Data controller**

The B.E.S board of Directors will delegate responsibilities to:

- The principal to act as a representative of Data Controller. He /She will also ensure this policy and other policies are implemented and updated.
- Data protection officer to oversee data protection compliance for the school
- Examination officer to ensure that all data related to the internal and external examination process are processed appropriately.
- Academic Director to ensure that all academic related data is processed properly.
- All staff to implement this policy entirely.

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### **b. The Data Protection Officer**

The Data Protection Officer will be responsible for:

- Maintaining skilled knowledge and application of the B.E.S data protection policy.
- Informing the school of their obligations under the GDPR and other protection laws
- Ensuring the data management is done properly.
- Monitoring compliance with GDPR and other data laws
- Oversee the management of internal data:
  - Ensuring all data is processed fairly and lawfully.
  - Data is obtained for specific and lawful purposes
  - Data is adequate and relevant
  - security measures are followed to protect data
  - inaccurate data is corrected on time.
  - Manual of procedures is available to deal with requests of personal data access
  - Data is kept no longer than necessary
  - staff are aware of their rights and responsibilities (through staff handbook)
- Ensure reporting data protection breach is done within 48 hours
- Ensure individuals have enough control over their data
- Ensure that before processing an individual's data:
  - the process is transparent
  - the individual is notified
  - the notification is written in a clear way.
- Sharing individual data where it is a legal requirement to provide such information.
- Ensuring the secure disposal of useless data.
- Being the first person of contact for supervisory authorities and for individuals whose data is processed.
- Producing annual reports to the board of directors on the success and development of this policy.

### **c. The Principal or the Center Director**

The Principal or the Center Director will be responsible of:

- Ensuring the B.E.S compliance with GDPR and any other related legislation
- Working closely with the Data Protection Officer

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- Ensuring that the B.E.S data protection policy is implemented in school, for example:
  - All data is properly processed (fairly and lawfully)
  - Security measures and confidential systems are established to protect data
  - Data is obtained for specific purposes.
  - Data is adequate and relevant.
  - All personal data is accurate and all inaccurate data is corrected or erased.
  - procedures are well respected to deal with requests for access to personal data.
  - data is not kept longer than expected.
  - All staff members are aware of their respective responsibilities in terms of data management.
  - Any break of the data protection regulation is reported as soon as it takes place
- Ensuring that updates to this policy are implemented.
- Ensuring all the new staff members are introduced to this policy
- Ensuring trainings and other necessary supports are provided to the staff
- Monitoring the effectiveness of this policy
- Reporting annually to the Board of Directors on the success of this policy.

### d. School Leadership Teams

The leadership Teams will be responsible of:

- Working closely with the principal and the data protection officer
- Working in groups to monitor:
  - the proper process of all data.
  - security measures and confidential system to protect personal data.
  - the collection of data for specific purposes.
- The accuracy and relevance of the collected data.
- Procedures to deal with request to access personal data.
- The period during which data is kept.
- Staff members awareness of their responsibilities.
- The report of data protection breach as soon as it takes place.

### e. General responsibilities

All staff members are responsible of:

- Informing the school of any change on their data
- Processing personal data in accordance with this policy

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- Alerting the DPO on risks of data breach.
- Contacting a DPO before sharing a personal data with a third party or for clarifications.

### **VI. Personal data collection**

The big part of information that we collect about students and staff is mandatory. However, there are pieces of information that can be provided voluntarily. In that case, B.E.S will let parents, students or staff know the possible consequences of not complying.

To collect or use data, Burundi English school will ensure that Personal data will be collected for clear/obvious /specified purposes and will be used only for those purposes.

The school will inform the data subject about the use of his/her data especially:

- what personal information is being collected and processed
- which organization the data is shared with and the purpose
- how long the data will be kept
- how she/he can restrict some details of his data processing.

### **VII. Data retention/storage**

B.E.S keeps students' personal information as soon as a student is admitted.

Every student has a file containing the following documents.

- A birth certificate
- A registration form well filled (see more details about it in our student's handbook)
- All his report cards (for new students, three previous report cards are required)
- A passport photo

Burundi English school ensures the safe storage of students' tests and exam copies three years before they are burned while students' files will be kept for indefinite period.

Staff information will be filed and kept too as soon as they are recruited. Each staff member's file includes

- A report of the recruitment procedure (signed by the members of the recruitment panel)
- An application letter
- A certified copy of his diploma
- His/her contract
- Appraisal(s) from the previous employer (s)
- marital certificate (for married staff)
- children birth certificates (if there are any)
- Employment certificates from previous employer(s)

### **VIII. Data sharing**

We do not share personal information with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, we may share personal information about our students or staff for the reasons like:

- Where data is required by a third party in order to provide services to staff or students (health insurance, examination center, transportation (school van),)
- Where there is an issue that puts the safety of a student or staff member at risk.
- When law enforcement requires the data to fulfil their duties under the law. (Tax,..)
- When sharing personal data with local authority would help to solve an emergency issue.

When personal data will be shared with the third party, B.E.S will establish a data sharing agreement to ensure the lawful processing of the personal data.

B.E.S will also make sure it provides only the data that the contractors need to carry out their services.

### **IX. National students Data**

Sometimes, we are required to provide information about students to the Department of Education as part of statutory data collection.

The Burundi ministry of education can use that information in its different education projects.

Note that Burundi English School can also transfer data internationally on some requests such as during a students registration process in a foreign school or university,

To transfer that information, the school or university has to make a formal request of any needed information through the school professional email.

### **X. Parents', students' or staff rights to data subject**

Individuals have right to:

- Access information when their data are being processed
- Submit a data subject access request
- Request to restrict processing their data for particular reasons.
- Withdraw their consent to processing their data.
- To be notified of data protection breach in some circumstances
- Ask for their data transfer to a third party

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- Request a copy of request or agreement under which personal data is transferred outside the school.

Any request to access personal data will be addressed to the Data Protection Officer.

In case a parent /student /staff makes a subject access request and if we hold an information of his child or for the staff, we will

- Let him know the reason we are holding and processing that information
- Let him know how long we will keep it or who we will share with
- Give him a copy of that information if necessary

Parents have also right to access their child's educational record. To request access, contact data protection officer.

## XI. Information Security

Burundi English School will protect personal data and keep it safe especially:

- Papers containing confidential data must not be left outside ,in class or in staff room. It must be kept where there is no general access.
- All records must be kept in locked rooms when they are not in use.
- Machines that contain personal data must have passwords.

However, some students' information can be used by the school for marketing purposes

This includes pictures and videos; The school will make sure that the marketing activity respects the students dignity.

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### **Note**

If you think the use of your personal information is unfair or if you have any other concern about our data processing, please contact our data protection officer as soon as possible.