

The International Schools Network Data Protection Policy

1. Introduction

This Data Protection Policy outlines the principles and procedures adopted by The International Schools Network in ensuring the protection of member data within our education network. As a network of international schools, we are committed to upholding the highest standards of data protection in compliance with the United Kingdom's Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

2. Scope

This policy applies to all employees, contractors, volunteers, and third-party service providers who have access to member data within our education network.

3. Data Protection Officer

The International Schools Network appoints a Data Protection Officer (DPO) responsible for overseeing and ensuring compliance with this policy.

4. Data Collection and Processing

4.1. Purpose Specification: Member data will only be collected for specified, explicit, and legitimate purposes. Any additional use of the data will require further consent from the individuals concerned.

4.2. Data Minimization: The International Schools Network will only collect and process the data necessary for the purposes for which it is intended. Unnecessary data will not be collected.

4.3. Accuracy: Reasonable steps will be taken to ensure that member data is accurate and kept up-to-date. Individuals are encouraged to inform The International Schools Network of any changes to their data.

4.4. Storage Limitation: Member data will not be kept for longer than necessary for the purposes for which it is processed. A regular review of data retention practices will be conducted.

5. Data Security

5.1. Confidentiality: All member data is considered confidential and should only be accessible to individuals who require it for legitimate purposes.

5.2. Encryption: Adequate measures, including encryption, will be employed to protect member data during storage and transmission.

5.3. Access Controls: Access to member data will be restricted based on job roles and responsibilities. Regular reviews of access privileges will be conducted.

6. Data Subject Rights

Individuals have the right to access, rectify, erase, restrict processing, and port their data. The International Schools Network will respond promptly to any requests made by data subjects regarding their rights.

7. Data Breach Response

In the event of a data breach, The International Schools Network will follow a documented incident response plan to identify, assess, and mitigate the impact of the breach. Data subjects and the relevant supervisory authority will be notified as required by law.

8. Training and Awareness

All employees, contractors, and volunteers will receive training on data protection principles and their responsibilities under this policy. Regular awareness campaigns will be conducted to promote a culture of data protection.

9. Compliance Monitoring

The International Schools Network will conduct regular audits and assessments to ensure compliance with this policy. Any identified non-compliance will be addressed promptly.

10. Policy Review

This policy will be reviewed annually or as needed to ensure it remains current and effective. Changes to the policy will be communicated to all relevant stakeholders.