



# Data Protection Policy for United World International School (UWIS)

## Introduction

At United World International School ("UWIS"), we are committed to safeguarding the privacy and security of personal data collected and processed by our school. This Data Protection Policy outlines our approach to data protection and the measures we implement to ensure compliance with applicable data protection laws and regulations, including the guidelines provided by the Council of International Schools (CIS), Cognia, and other international schools. This policy applies to all individuals, including students, parents/guardians, staff members, and any other person associated with UWIS.

## 2. Data Protection Principles

- o 2.1. Lawfulness, Fairness, and Transparency: UWIS will process personal data lawfully, fairly, and in a transparent manner, ensuring that individuals are informed of the purpose and legal basis for processing their data.
- o 2.2. Purpose Limitation: Personal data will only be collected for specified, explicit, and legitimate purposes and will not be processed in any way that is incompatible with these purposes.
- o 2.3. Data Minimization: UWIS will ensure that personal data collected is adequate, relevant, and limited to what is necessary for the intended purpose of processing.
- o 2.4. Accuracy: We will take reasonable steps to ensure that personal data is accurate and up to date. Individuals have the right to request rectification of any inaccurate data concerning them.
- o 2.5. Storage Limitation: Personal data will be retained for no longer than necessary to fulfill the purposes for which it was collected, unless legal obligations require otherwise.
- o 2.6. Integrity and Confidentiality: Appropriate technical and organizational measures will be implemented to ensure the security, integrity, and confidentiality of personal data.
- o 2.7. Accountability: UWIS takes responsibility for complying with applicable data protection laws and regulations and will demonstrate compliance by maintaining relevant documentation and conducting regular reviews and audits.

## 3. Data Collection and Processing

- o 3.1. Types of Data Collected: UWIS may collect personal data, including but not limited to, names, contact details, academic records, medical information, photographs, and CCTV footage, as necessary for academic, administrative, and safeguarding purposes.



- o 3.2. Legal Basis for Processing: Personal data will be processed based on legal grounds such as consent, contractual necessity, compliance with legal obligations, protection of vital interests, or legitimate interests pursued by UWIS or a third party.
- o 3.3. Consent: Wherever required by applicable laws, UWIS will obtain valid consent for the processing of personal data. Consent may be withdrawn at any time, subject to legal or contractual obligations.
- o 3.4. Data Sharing and Transfers: Personal data may be shared with third parties, such as educational partners, service providers, regulatory authorities, or as required by law. Data transfers to countries outside the European Economic Area (EEA) will be subject to appropriate safeguards in accordance with applicable data protection laws.

#### 4. Individual Rights

- o 4.1. Right to Information: Individuals have the right to be informed about the collection and use of their personal data.
- o 4.2. Access and Rectification: Individuals have the right to access their personal data held by UWIS and request its rectification or erasure if inaccurate or no longer necessary.
- o 4.3. Restriction of Processing: Individuals may request the restriction of processing of their personal data under certain circumstances.
- o 4.4. Objection to Processing: Individuals have the right to object to the processing of their personal data based on legitimate interests.
- o 4.5. Data Portability: Upon request, individuals have the right to receive a copy of their personal data in a structured, commonly used, and machine-readable format.
- o 4.6. Automated Decision-Making: UWIS will inform individuals if any decisions significantly affecting them are based solely on automated processing and provide an opportunity for human intervention.

#### 5. Data Security

- o 5.1. Technical and Organizational Measures: UWIS will implement appropriate technical and organizational measures to protect personal data from unauthorized access, disclosure, alteration, or destruction.
- o 5.2. Staff Training and Awareness: All staff members will receive regular training and guidance on data protection to ensure their awareness and understanding of their obligations.
- o 5.3. Incident Response and Breach Notification: UWIS will establish procedures to promptly respond to data breaches, including incident investigation, mitigation, and notification to affected individuals and relevant authorities, as required by applicable laws.

#### 6. Data Retention



- o UWIS will retain personal data for as long as necessary to fulfill the purposes for which it was collected, and as required by law or regulatory obligations. Once data is no longer required, it will be securely disposed of.

## 7. Review and Update

- o This Data Protection Policy will be reviewed periodically to ensure its continued relevance and compliance with applicable data protection laws. Any necessary updates will be communicated to the UWIS community.

By implementing this Data Protection Policy, UWIS aims to maintain a secure and privacy-focused environment that respects the rights and interests of all individuals associated with our school.