

Data Protection Policy

Aims:

The British School aims to ensure that all personal data and information collected about staff, students, parents, governors, visitors and other individuals or third parties in relation to the School operations is collected, stored, processed and deleted in accordance with the laws and regulations applicable to the School.

Rationale:

The School believes that the protection of personal data and information is critical to create a secure learning environment. To comply with obligations under global and local laws, it is essential to put safeguards in place and an adequate level of awareness created within our community to manage personal data and information processed by the School and its representatives. This policy is based on the General Data Protection Regulation (GDPR) and the current Indian laws and regulations applicable to the School, including the Information Technology Act, 2000 and the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information (SPDI) Rules, 2011 (**“Data Protection Rules”**). This policy is subject to be reviewed as and when required.

Guiding Principles:

This document is based on international data protection principles that the School aims to comply with. The principles state that all sensitive and personal data information must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is collected and processed
- Accurate and updated
- Kept for no longer than is necessary for the purposes for which it is collected
- Disclosed and/or transferred, only if necessary, for the purpose for which it is collected or as required for compliance with the applicable laws or in accordance with any authorisations/consents provided by the data subjects
- This policy applies to all personal data and information (including sensitive data and information), regardless of whether it is in paper or electronic format
- Processed, using technical and organisational measures, in a manner that ensures:
 - a. the security of the personal data or information
 - b. protection against unauthorised or unlawful processing,
 - c. protection against unauthorised disclosure or transfer; and
 - d. protection against accidental loss, destruction, or damage