



## **Lüderitz Blue School Data Protection Policy**

### **1. SCHOOL STATEMENT**

It is necessary for Lüderitz Blue School to gather personal information in the course of providing a top-quality education to our students. As a school, we are committed to protecting the privacy of all individuals whose personal data we handle. This includes data of students, parents/guardians, other family members, guests, volunteers, visitors and other associates.

### **2. PRINCIPLES OF DATA PROTECTION AT THE SCHOOL**

- i) Personal data is handled in a fair and transparent manner.
- ii) Personal data is gathered for specific and legitimate reasons.
- iii) Personal data is not used for any purpose other than what it was gathered for.
- iv) Personal data should be relevant and limited to what is necessary for the purposes it was collected for.
- v) Personal data must be accurate and, where appropriate, kept up to date.
- vi) Appropriate measures are taken to protect personal data from unauthorised access.
- vii) Personal data should not be kept longer than necessary. When no longer required, it is destroyed safely and responsibly.
- viii) Staff are aware of the need to keep information confidential.

### **3. DATA PROTECTION OFFICER**

- i) The school appoints a Data Protection Officer who is responsible for data protection compliance in line with this policy.
- ii) The Data Protection Officer is the main contact person for concerns or questions on this matter.
- iii) The Data Protection Officer will ensure all staff members are trained on the importance of data protection.

### **4. NOTES ON THE USE OF SOCIAL MEDIA**

- i) The school ensures that permission for using photos or videos is managed appropriately and can be changed by families at any time.
- ii) Only limited identifying information is used, and personal details are avoided.
- iii) Shared content should be positive, appropriate, and respectful of learners' privacy.
- iv) Posts avoid revealing real-time or specific locations.
- v) Only designated staff may post, and all content is shared responsibly.
- vi) All posts should reflect the general values and spirit of the school.
- vii) For more information, please refer to the Social Media Policy.

### **5. COMPLAINTS**

Any complaints regarding the handling of data at Lüderitz Blue School are to be handled in accordance with the Lüderitz Blue School Complaints Policy.

### **6. REVIEW OF POLICY**

This policy remains under review and will be updated in accordance with relevant legislation as is made publicly available.

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| Written:         | January 2023, MA   |
| Reviewed:        | January 2023, LH   |
| Updated:         | January 2024, Senior Management<br>January 2025, Senior Management<br>November 2025, Senior Management |
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