



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 learners. As a school, we are committed to protecting the privacy of all individuals whose personal data we handle. This includes data of learners, 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 usually the Principal.
- iii) The Data Protection Officer is the main contact person for concerns or questions on this matter.
- iv) The Data Protection Officer will ensure all staff members are trained on the importance of data protection.

4. 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.

5. REVIEW OF POLICY

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

Written: January 2023
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Next review due: January 2024