

ISSH General Data Protection Policy

In response to the new European General Data Protection Regulation (GDPR), ISSH informs you how your data is handled. The purpose of GDPR is to increase data security, give the customer more rights with regard to personal data and to create more transparency for the customer on how personal data is collected and used.

Although Switzerland is not a member of the European Community (EU), the regulations apply for EU customers.

The ISSH Data Protection Policy specifies

- 1) Who is the responsible authority
- 2) What data of yours is collected
- 3) Purposes of the processing of personal data
- 4) What happens with your personal data when your child has left ISSH
- 5) Communication Data
- 6) Photos/Videos/Work Samples
- 7) How you can change or delete your personal data
- 8) Rights of the persons concerned

1) Responsible authority

Responsible for the processing of your personal data is

International School of Schaffhausen
Mühlentalstrasse 280
8200 Schaffhausen
Switzerland
info@issh.ch

2) What data of yours is collected

When you enrol your child, you provide us with data either on our online admissions platform OpenApply or by filling in a paper form, the ISSH Application Form.

In this process we collect your data in order to allocate your child to the correct class (age-wise and language levels), to find out whether special attention is required (physical, academic or social) and to have all contact details such as emails, phone numbers and addresses to secure professional communication between the school

and parents. Some of the data is also required for the yearly national education statistics.

The personal data is saved on our online admission tool OpenApply (password protected) or in paper form in the student file in the school office.

3) Purposes of the processing of personal data

The personal data we collect is used

- to create class lists for teachers and administrators (names, DoB, address, phone numbers, email addresses, grade)
- to create class lists for parents (names, address, email address, grade)
- for communication with parents regarding general or personal information on school matters
- for statistical purposes (ISSH and Swiss education statistics)
- to send out school information such as emails, ISSH Bulletins and ISSH Newsletters
- to secure contact with parents in case of emergencies or to call parents for information or questions
- Some of the data is entered on online programmes the school is using such as Managebac, Seesaw and Google accounts. All these are password protected.

ISSH reassures you that it does not sell, rent or otherwise make your personal data available to third-parties under any circumstances except for justified legal grounds.

4) What happens with your personal data after your child has left ISSH

If your child leaves ISSH the data we have collected will be saved in our OpenApply online portal in the Alumni section. Paper print-outs of progress reports will be archived in case the student will need them at a later date in his/her life.

If you prefer to have all your personal data deleted when your child leaves ISSH, including school reports, you can inform the ISSH office by emailing to info@isssh.ch

5) Communication Data

We process your communication data (name, email address) in order to be able to contact you. Personal data that you provide to us by email and/or via the (online) application form will only be processed for correspondence with you.

ISSH publishes regular Bulletins and Newsletters with important information about life at school, events and activities. All ISSH parents are automatically subscribed to all ISSH communication tools. You can unsubscribe at any time by writing an email to info@issh.ch, but be aware that you will miss important information from the school.

6) Images/Videos/Work Samples

As part of our teaching and learning programme and in the documentation and sharing of that programme, images and/or work of your child may be published in print or online on the ISSH website, ISSH Newsletter and Bulletin, ISSH social media sites, other school moderated sites or other ISSH publications. Work samples can also be displayed as part of wall decorations. Students will not be identified by their full name with exception of the ISSH Yearbook and the password protected virtual learning environments.

7) How you can change or delete your personal data

To change, update or delete your personal data write an email to the ISSH administration,

info@issh.ch

Our ISSH Bulletin and the Newsletters are sent through MailChimp which allows you to unsubscribe from the mailing lists. However, if you unsubscribe you will miss important information that the school sends out.

8) Rights of the persons concerned

You can request information about your personal data stored by us and request the correction or deletion of your data.

If you have given us your consent to process personal data for specific purposes, you can revoke your consent at any time with immediate effect.

If you have any questions regarding data protection, please contact us at info@issh.ch

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