



INTERNATIONAL SCHOOL HAARLEM PRIVACY STATEMENT

Our school processes personal data in the manner described in this privacy statement.

SCHOOL CONTACT INFORMATION

International School Haarlem
Schreveliusstraat 27
2014 XP Haarlem
The Netherlands
+ 31 23 2200001
www.internationalschoolhaarlem.nl

WHICH PERSONAL DATA DO WE PROCESS?

Our school only processes personal data that we have received from you. Below you will find the personal data we use:

- first and last name of student and parents
- address
- mobile /telephone numbers
- e-mail addresses

Personal data provided by parents/guardians for registration at our school is processed through our administration systems. This includes BSN, copies of school reports and/or test results, copies of visa, passports, medical info when provided. How we handle this data is described in more detail in our school guide.

SPECIAL AND/OR SENSITIVE PERSONAL DATA

Our school does not intend to collect data from website visitors who are younger than 16 years old. If you know that we have collected personal information about a minor without permission, please contact us so that we can delete this information.

PURPOSE AND BASIS OF THE PROCESSING

Our school processes personal data for the following purposes:

- pre-registration and registration for the school
- communication with parents/legal guardians
- communication with other interested parties at their request and only with explicit permission by the parent/guardian

AUTOMATED DECISION-MAKING

Our school does not make any decisions on the basis of automated processing about matters that can have (significant) consequences for individuals.

STORAGE PERIOD

Our school does not store personal data for longer than is strictly necessary to achieve educational goals. Personal data that has been shared with us for the purpose of admission to our school will be deleted if the parent informs the school not to enroll the child. For students enrolled in the school: a student file will be saved for a maximum of 2 years after leaving school. Information about registration / leave and absences from school will be saved for a maximum of 5 years.

SHARING PERSONAL DATA WITH THIRD PARTIES

Our school does not provide personal data to third parties, unless this is necessary to comply with legal obligations.

VIEWING, MODIFYING OR DELETING DATA

You always have the right to view, correct or delete your personal data, and also to withdraw your consent to data processing or to object to the processing of your personal data. In addition you also have the right to data portability. This means that you can submit a request to send your personal data in a computer file to yourself or another organisation that you specify.

SUBMITTING A REQUEST

You can submit a request through our contact form on the website for inspection, correction, deletion or data transfer of your personal data. You can also withdraw your consent or object to the processing method via this route. To ensure that you have made this request for inspection, we ask you to send a copy of your proof of identity with any request. In order to protect your privacy, please make your passport photo, the machine readable zone (the strip with numbers at the bottom of the passport), the passport number and if you hold a Dutch passport also the BSN number blacked out. We will respond as fast as possible to your request, no later than four weeks from your request date. Lastly, you have the option of submitting a complaint to the national supervisory authority, the Dutch Data Protection Authority.

SECURITY OF PERSONAL DATA

Our school takes the protection of your data seriously. Do you have the impression that your data is not properly secured or do you have any indications of abuse? Please let us know as soon as possible.