

# Privacy Policy for the International School of Iceland

## Introduction

The International School of Iceland ("we," "our," "us") is committed to protecting the privacy and security of our students, parents, and staff. This Privacy Policy outlines how we collect, use, disclose, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and other relevant laws.

## 1. Data Controller and Contact Information

The data controller responsible for your personal data is the International School of Iceland, located at Þórsgundur 2, 210 Garðabær. For any questions or concerns regarding this policy or your personal data, please contact our Data Protection Officer (DPO) at [dpo@internationalschool.is](mailto:dpo@internationalschool.is).

## 2. Types of Personal Data We Collect

We collect and process the following types of personal data:

- Student information: ID number (Kennitala), name, date of birth, gender, contact details, academic records, health information, attendance records, and any other information necessary for school operations as outlined in Regulation No. 897/2009 on the Dissemination and Processing of Information about Students in Primary Schools and Parents' Right to Access Information about Their Children (Reglugerð um miðlun og meðferð upplýsinga um nemendur í grunnskólum og rétt foreldra til aðgangs að upplýsingum um börn sín).
- Parent/guardian information: ID number (Kennitala), name, contact details, and relationship to the student.
- Staff information: ID number (Kennitala), name, contact details, employment records, and qualifications.

## 3. Purpose and Legal Basis for Processing Personal Data

We process personal data for the following purposes:

- To provide educational services and support to students.
- To communicate with parents/guardians regarding their child's education and well-being.
- To manage school operations, including staff administration and school activities.
- To comply with legal obligations and ensure the safety and security of our school community.

The legal basis for processing personal data includes:

- Consent: Obtained from parents/guardians or students (where applicable) for specific purposes.
- Contract: Necessary for the performance of educational services.
- Legal obligation: Compliance with legal and regulatory requirements.
- Legitimate interests: To ensure the effective operation of the school and the safety of students and staff.

## 4. Data Sharing and Disclosure

We may share personal data with the following parties:

- Educational authorities and regulatory bodies.
- Service providers and contractors who assist us in delivering educational services.
- Health and social care professionals, where necessary for student welfare.
- Relevant municipalities where students retain a residence.
- Relevant embassies, where applicable.

## 5. Data Security

We implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, or damage. This includes secure storage systems, access controls, and regular data protection training for staff.

## 6. Data Retention

We retain personal data for as long as necessary to fulfill the purposes for which it was collected and to comply with legal obligations. Specific retention periods are outlined in our Data Retention Policy.

## 7. Your Rights

Under the GDPR, you have the following rights regarding your personal data:

- Right to access: Request access to your personal data and obtain a copy.
- Right to rectification: Request correction of inaccurate or incomplete data.
- Right to erasure: Request deletion of your personal data, subject to certain conditions.
- Right to restrict processing: Request limitation of data processing under certain circumstances.
- Right to data portability: Request transfer of your data to another organization.
- Right to object: Object to the processing of your data based on legitimate interests.

To exercise these rights, please contact our DPO at [dpo@internationalschool.is](mailto:dpo@internationalschool.is).

## 8. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be communicated to parents/guardians and staff through appropriate channels.

## 9. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact our DPO at [dpo@internationalschool.is](mailto:dpo@internationalschool.is).