



# GDPR Policy

June 2025

Version	Date	Actions taken	Agreed by
1	10.12.2024	First draft	Prepared by AD
	11/06/2025	Final version	Reviewed and Approved

## **INTRODUCTION**

The General Data Protection Regulation (GDPR) came into force on 25th May 2018 and we've now updated our privacy policy. At De Vaarboom, we only collect personal data to allow us to fulfil our obligations to safeguarding your children and to provide them with the best academic opportunities. We are committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors.

We will continue to update our policies and procedures in line with any changes in law and ensure that we are compliant with all necessary regulations.

This is all part of our commitment to compliance and protecting children's personal information.

We must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The school will use appropriate technical and organisational measures to keep personal information secure, to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. All staff are responsible for keeping information secure in accordance with the legislation and must follow the school's policy. We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

Any questions, please contact the school at [info@devaarboom.co.uk](mailto:info@devaarboom.co.uk)

## **PUPILS AND PARENTS**

As a school we collect information about our pupils and parents. We collect and use pupil data to:

- Personal information – e.g. names, date of birth, email and postal addresses and relevant medical information
- Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- Information on the standard of Dutch of the pupil
- School registration
- Contact details parents (email, phone number, address) to keep pupils, parents and carers informed about school events and school news, as well as issue termly invoices.
- Nationality – needed for school subsidy application
- School reports and test results – helps to assess the standard of the pupils and report to parents

We keep personal information about you while your child is attending our school.

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about pupils or parents with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- NOB – Nederlands Onderwijs in het Buitenland – related to subsidy application and school inspections
- Financial organisations

There are also WhatsApp groups set up to ease communication around volunteers – the school takes no responsibility for the content in these groups, and users can opt out at any time.

## **APPLICANTS**

Personal data that we may collect, use, store and share (when appropriate), but is not restricted to:

- Name, address and contact details, including email address and telephone number
- Copies of right to work documentation
- References
- Evidence of qualifications
- information about your current role, level of remuneration, including benefit entitlements
- Employment records, including work history, job titles, training records and professional memberships

We may also hold data that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service (DBS) in respect of criminal offence data.

We may choose to conduct an online search as part of the application process.

For recruitment purposes, de Vaarboom may collect a range of information. These may include the items listed below. Please also refer to the Safe Recruitment Policy on this matter.

- Your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, training, experience, professional memberships and employment history.
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK, including your National Insurance Number and/or Passport.
- Your comments relating to your suitability for the role and your personal interests.
- References
- Evidence of qualifications
- information about your current role, level of remuneration, including benefit entitlements
- Employment records, including work history, job titles, training records and professional memberships

We may also hold data that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service (DBS) in respect of criminal offence data.

We may choose to conduct an online search as part of the application process. Further personal data will be collected through interviews or other forms of assessment.

If successful, we also ask the candidate to provide the contact details of two referees whom we will contact to obtain references. We assume that consent to give their details to De Vaarboom has been granted.

## **DATA STORAGE AND DATA PROTECTION**

All information is stored in the cloud on De Vaarboom's Office 365 network and is accessible only to those on a need to know basis. This information is password protected. We encourage all staff and volunteers to remove any school documents on their personal computers and transition to the cloud network structure.

Where the school is made aware of a data breach, all staff, Board members and parents will be notified.

## **ACCESS TO INFORMATION STORED BY THE SCHOOL**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information please contact [info@devaarboom](mailto:info@devaarboom) to request what information we hold about your child/family or to request removal of your data.

This policy is reviewed every 2 years by a Board member and be updated as necessary to reflect best practice or amendments made to the UK GDPR or DPA.

## **RELATED DOCUMENTS**

### The Supervisory Authority in the UK

Please follow this link to the ICO's website (<https://ico.org.uk/>) which provides detailed guidance on a range of topics including individuals' rights, data breaches, dealing with subject access requests, how to handle requests from third parties for personal data etc.

If you would like to read more about GDPR, the following video on YouTube, provides an excellent visual story of a school's GDPR journey.

[https://www.youtube.com/watch?v=Ua\\_LzUJ\\_wu8&t=1s](https://www.youtube.com/watch?v=Ua_LzUJ_wu8&t=1s)