

Kuleana Preparatory Academy

Data Protection and Privacy Policy (Online Academy)

Kuleana Preparatory Academy is committed to protecting the privacy, confidentiality, and security of all student, family, and staff data. As an online academy, the school manages personal and sensitive information ethically, lawfully, and transparently in compliance with the General Data Protection Regulation (GDPR), the Family Educational Rights and Privacy Act (FERPA), and other applicable laws.

I. Scope

This policy applies to all students, parents or guardians, staff, contractors, and school-managed digital systems and records.

II. Data Collected

- Student identifying and academic records
- Staff employment and credential records
- Platform access and usage data
- Safeguarding and support documentation

III. Lawful Basis for Processing

Data is processed based on legal obligation, contractual necessity, legitimate educational interest, or consent, in alignment with GDPR principles.

IV. Data Security

Data is stored securely using password protection, encryption, restricted access, and vetted third-party platforms. Access is limited to authorized personnel only.

V. Rights of Data Subjects

Students, parents, and staff have the right to access, correct, restrict, or request deletion of data where legally permissible, in accordance with GDPR and FERPA.

VI. Data Retention and Breach Response

Records are retained only as long as legally required and are securely destroyed when no longer needed. Any data breach is investigated immediately and reported to affected parties and authorities as required by law.

VII. Training and Review

Staff receive annual training on data protection and cybersecurity. This policy is reviewed annually to ensure continued compliance with legal and accreditation standards.

In alignment with kuleana, the Academy affirms that responsible data stewardship is a shared obligation grounded in ethical care and accountability.