

DATA PROTECTION POLICY

The Edinburgh Hellenic School of St Andrew collects and processes personal information about pupils, parents, guardians, former pupils and staff in order to enable it to provide education and for its administrative operations.

The Data Protection Act 1988 governs the collection, storage use and disclosure of personal information.

Our school is committed to comply with the principles of data protection and they state that data shall:

- Be processed fairly and lawfully.
- Be obtained only for specific and lawful purposes and shall not be processed in a way which is incompatible with those purposes.
- Be adequate, relevant and not excessive in relation to the purposes for which it is obtained.
- Be accurate and kept up to date.
- Not be kept longer than is necessary for the purposes for which it has been obtained.
- Be processed in accordance with the rights of data subjects under the Act.
- Be kept secure, that is protected by appropriate technical and/or organizational measures to prevent unauthorized or unlawful processing, copying, loss, damage or destruction.
- Not to be transferred to a country outside the European Economic Area unless that country has comparable levels of data protection.