



## Data Protection and Privacy notice Policy

<b>Current Review Date:</b>	24 November 2019
<b>Policy Reviewed by:</b>	Board of Governors
<b>Policy due for review:</b>	31 October 2020

---

This is how your personal data is processed by the Swedish School in London

As of 25 May 2018, the new [General Data Protection Regulation](#) (GDPR), has replaced the former Data protection legislation (PUL in Sweden). The Swedish school in London (SSL) is in charge of ensuring that all personal data is used according to British law. This policy describes how the Swedish school in London (SSL) process your personal data and what your rights are.

### Responsible

The Swedish school Society in London (Registered charity number 307379 and Company registration number 959675) is in charge of handling all personal data and that all data is handled according to British law.

### Legal basis for processing personal data

Endorsement must be found in the computer regulation, legal cause, to be able to handle personal data. For SSL's to be able to use all personal data according to British legislation and statutory frameworks, it has to be a necessity to complete a contract with you, to fulfill legal obligations, necessary to protect the interests of general importance for the registered person or other person, or because the usage is necessary to complete a task of general interests or exercise of public authority. Personal data information will be handled only with approval.

### Collection and use of personal data

SSL only collect and use personal data that is relevant to fulfill our purpose and commitment as a school, according to Swedish law and British regulations, as well as for exchange students in Sixth Form for possible placement in a host family. SSL has also the legal right to use employees personal data in extent of necessity to fulfil employment contracts. The collected personal data that has been collected for recruiting purposes will only be accessed by those working with recruitment in the school.



## Storage of personal data

SSL is a school who is obligated to follow Swedish and British legislation and regulations, which means that some personal data will be stored according to legal restrictions. SSL have to store other personal data to fulfill their commitment as a school, employer and partner of contract. Personal data that is not stored in regards to the above mentioned, will be erased from the schools database as soon as possible. More detailed information about time for storage for specific databases, for example applications and recruitment, will be given in connection to relevant context. If there are any specific questions about personal data, please contact the school by the information given to you below.

## Will your personal data be shared with other recipients?

SSL uses different IT-services and IT-systems. A few systems are locally installed by the school and the personal data is only accessed by SSL personnel. In some cases, they are not transferred to a third party. Other systems are installed by an external company or through aircloud functions and in these cases, the personal data transfers to the supplier. By the task given to them, the external company will act as data processor and will handle all personal data according to SSL's regulations.

SSL are bound by law and in some cases out of necessity to fulfill the responsibility as a school, to give information about personal data to other participants, for example:

- Payment-, pension- and tax administration (banks, accountants, tax authority, pensions agency, etc).
- Safeguarding and welfare of pupils (Single Point of Access, Social services in Sweden).
- Tasks for the school administration, including applications, fees and compensatory transfer payment and grades (administrations systems, swedish and british councils and governments)

## Safety measures

The developments of our systems, services and business will otherwise be handled with care and respect for personal integrity and consideration to data regulations. SSL takes all necessary measures, both technical and organizational, to secure that all information handled by SSL is protected from unauthorized access.

SSL follow current legislation and guidelines by authorities and hence, in case of suspected data breach, the ICO is contacted and the school performs an inquiry.



## Your rights

### The right to receive information

You have the right to receive information on how your personal data is handled and stored by SSL. Please contact us in writing (mail och email) with your full name, date of birth or Swedish personal number, address, telephone number and email (the one used in correspondence with SSL).

### Contact information

#### Address

Swedish School Society in London  
82 Lonsdale Road  
Barnes, London  
SW13 9JS  
United Kingdom

#### Phone:

+44 (0)20 8741 175

#### E-mail:

[office@swedishschool.org.uk](mailto:office@swedishschool.org.uk)

### Right to request correction of personal data

You have the right to request corrections, for example regarding incorrect personal data or if there is a need to complement the existing data.

### Right to retract a given consent

If the use of your personal data is based on your given consent, you can at any given time retract your consent by contacting the school in writing.

### Right to complaint to authorities

If you are not satisfied with the way SSL is processing your personal data, you have the right to contact ICO with your concern or complaint.