



Data Protection and Privacy Notice

Current Review Date:	12 November 2023
Policy Reviewed by:	Headteacher
Policy approved by:	Board of Governors
Policy due for review:	31 October 2024

This is how the Swedish School in London processes your personal data

As of 25 May 2018, the new [General Data Protection Regulation](#) (GDPR), has replaced the former Data Protection legislation. The Swedish school in London (SSL) ensures that all personal data is used according to British law. This policy describes how SSL processes 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, and legal cause, to handle personal data. For SSL 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, fulfil 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 collects and uses relevant personal data to fulfil 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 also has the legal right to use employees' personal data to the extent of necessity to fulfil employment contracts. The



personal data collected for recruiting purposes will only be accessed by those working with recruitment in the school.

Storage of personal data

SSL is a school that must follow Swedish and British legislation and regulations, which means that some personal data will be stored according to legal restrictions. SSL must store other personal data to fulfil their commitment as a school, employer and partner of contract. Personal data not stored regarding the above-mentioned, will be erased from the school 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 the relevant context. If there are any questions about personal data, please contact the school by the information below.

Will your personal data be shared with other recipients?

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

SSL is bound by law and, in some cases, out of necessity to fulfil 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)
- The National Archives

Safety measures

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



SSL follows current legislation and guidelines by authorities, and hence, in case of a 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 or 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

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 consent, you can retract your consent at any given time by contacting the school in writing.

Right to complaint to authorities

If you are unsatisfied with how SSL is processing your personal data, you have the right to contact ICO with your concern or complaint.