

# International European College (IEC)

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“Where Every Child Shines Bright!”

## Privacy Policy Handbook

At International European College, we are committed to safeguarding the personal information of our students, parents, and staff. This Privacy Policy Handbook outlines how the College collects, uses, stores, and protects personal data in line with Sri Lanka’s Personal Data Protection Act and international best practices.

The handbook provides clear guidelines on:

- The types of personal data we collect.
- Why this information is required.
- How the data is securely stored and protected.
- When and with whom it may be shared.
- The rights of parents, students, and staff regarding their personal information.

By maintaining strong privacy standards, IEC ensures a safe and trusted learning environment where every child’s well-being and dignity remain our top priority.

## Contents

Privacy Policy Handbook.....	1
1. Purpose of the Policy .....	2
2. Information We Collect.....	2
3. Purpose of Data Collection .....	3
4. Data Protection and Storage.....	3
5. Sharing of Information.....	4
6. Use of Photos, Videos, and Social Media .....	4
7. Rights of Parents and Students .....	5
8. Data Retention.....	5
9. Data Breach Response.....	6
10. Contact Information .....	6

## 1. Purpose of the Policy

The purpose of this Privacy Policy is to ensure that International European College (IEC) protects the personal information of students, parents, guardians, and staff.

This policy explains:

- Why the school collects personal data.
- How the data is stored and protected.
- How the data may be used or shared.
- The rights of individuals regarding their personal information.

By following this policy, IEC ensures compliance with Sri Lanka's **Personal Data Protection Act (No. 9 of 2022)** and maintains a safe, respectful, and trustworthy environment for the entire school community.

## 2. Information We Collect

International European College (IEC) collects personal information only for legitimate educational and administrative purposes. The information may include:

- **Student Information:** full name, date of birth, gender, address, contact numbers, admission details, attendance records, academic performance, health information, photographs, and participation in school activities.
- **Parent/Guardian Information:** names, relationship to student, addresses, phone numbers, email addresses, occupations, and emergency contact details.
- **Staff Information:** employment records, qualifications, professional history, payroll details, and contact information.
- **Other Data:** CCTV recordings within school premises, online learning platform usage (e.g., MS Teams), and school bus transport records (if applicable).

This information is collected at the time of admission, during enrollment, and through school activities to ensure the smooth operation of academic and administrative processes.

### 3. Purpose of Data Collection

The information collected by International European College (IEC) is used only for educational, administrative, and safety purposes. Specifically, data is collected to:

- **Student Admissions & Registration** – to process applications, maintain accurate enrollment records, and manage class placements.
- **Academic Delivery** – to track attendance, monitor academic progress, and prepare reports.
- **Communication** – to maintain effective communication between the school, parents/guardians, and staff.
- **Health & Safety** – to ensure student well-being, respond to medical emergencies, and implement child safeguarding measures.
- **Legal & Regulatory Compliance** – to meet requirements of the Ministry of Education, examination boards, and other relevant authorities.
- **School Activities** – to organize extracurricular events, competitions, trips, and community programs.

IEC is committed to using personal information only for the purposes stated above and not for any unrelated or unauthorized activity.

### 4. Data Protection and Storage

International European College (IEC) takes strong measures to protect all personal information collected from students, parents, and staff.

- **Secure Storage:** Records are stored safely in both physical files (kept in locked cabinets) and digital systems (protected by passwords and restricted access).
- **Access Control:** Only authorized staff members have access to personal data, based on their job responsibilities.
- **Digital Security:** School databases, email systems, and online learning platforms are secured with appropriate firewalls, antivirus software, and regular updates.
- **CCTV Data:** Surveillance recordings are securely stored and accessed only when necessary for safety or disciplinary reasons.
- **Confidentiality:** All staff members handling personal information are required to maintain strict confidentiality and not disclose information to unauthorized persons.

These measures ensure that personal information remains safe, accurate, and protected from unauthorized use or loss.

## 5. Sharing of Information

International European College (IEC) will only share personal information when it is necessary, lawful, and in the best interest of the student or staff member.

Information may be shared with:

- **Government Authorities** – such as the Ministry of Education or examination boards, when required by law.
- **Medical Services** – in case of emergencies to ensure proper care and safety of students.
- **External Service Providers** – such as IT support, school bus operators, or event organizers, but only under confidentiality agreements.
- **Law Enforcement** – when requested for investigations or legal compliance.

IEC will **never sell, misuse, or disclose** personal data for marketing or commercial purposes. All sharing of information is done responsibly and with respect for privacy rights.

## 6. Use of Photos, Videos, and Social Media

International European College (IEC) may use student photos and videos for academic, cultural, and promotional purposes. However, this is always done with respect for privacy and dignity.

- **School Publications** – photographs or videos may appear in newsletters, brochures, and academic reports.
- **Digital Platforms** – content may be posted on the official school website, social media pages, or online learning platforms.
- **Events and Activities** – photos and recordings may be taken during sports, concerts, assemblies, and special events.
- **Parental Consent** – parents/guardians will be asked for consent before their child's photos/videos are used for external publications or social media.
- **Right to Exclude** – parents/guardians may request that their child not appear in public-facing media content.

IEC ensures that all media use is safe, respectful, and never harmful to a child's well-being or reputation.

## 7. Rights of Parents and Students

International European College (IEC) respects the rights of parents, guardians, and students regarding their personal information. These rights include:

- **Right to Access** – Parents and students can request to see the personal data the school holds about them.
- **Right to Correct** – If any information is inaccurate or outdated, parents/students may request corrections.
- **Right to Delete** – Unnecessary or outdated data may be deleted, except where the school is legally required to keep records.
- **Right to Withdraw Consent** – Parents/guardians may withdraw consent for the use of student photos, videos, or other optional data.
- **Right to Complain** – Concerns about data privacy can be raised directly with the school's Data Protection Officer (DPO).

These rights empower families to ensure that personal information is accurate, fairly used, and well protected.

## 8. Data Retention

International European College (IEC) keeps personal information only for as long as it is necessary for academic, legal, or administrative purposes.

- **Student Records** – maintained during enrollment and securely archived for **five (5) years** after graduation or withdrawal.
- **Parent/Guardian Information** – retained only while the student is enrolled, unless legally required for longer.
- **Staff Records** – stored during employment and for the legally required period after resignation/retirement.
- **CCTV Footage** – usually kept for **30 to 90 days**, after which it is automatically deleted unless needed for disciplinary or security investigations.
- **Financial and Administrative Records** – retained in accordance with legal and audit requirements.

After the retention period, personal data is securely deleted or destroyed to protect confidentiality.

## 9. Data Breach Response

International European College (IEC) takes all possible steps to prevent unauthorized access or misuse of data. However, in the rare event of a data breach, the school will act immediately to reduce any risk or harm.

In case of a breach:

- **Immediate Investigation** – the school will investigate the cause and extent of the breach without delay.
- **Notification** – affected parents, students, or staff will be informed promptly if their personal data has been compromised.
- **Corrective Measures** – steps will be taken to secure systems, recover data (if possible), and prevent future incidents.
- **Legal Compliance** – any breach that falls under the Personal Data Protection Act will be reported to the relevant authorities as required by law.

IEC is committed to maintaining trust by ensuring transparency and accountability in responding to any privacy concerns.

## 10. Contact Information

For any questions, requests, or concerns regarding personal data, parents, students, or staff may contact the school's designated officer: **Data Protection Officer (DPO)**

The DPO is responsible for:

- Handling requests for access, correction, or deletion of personal data.
- Managing parental consent for photos, videos, and media use.
- Investigating and addressing privacy-related complaints.
- Ensuring compliance with Sri Lanka's Personal Data Protection Act (No. 9 of 2022).

IEC is committed to listening to concerns and taking all necessary steps to protect the privacy and trust of its school community.