

Data Protection Policy

Name: Stafford International School

Centre number: 97712

Exams Officers: Sonali Hettiarachchi and Ravidevi Ravindran (exams administrator)

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Information: All information is stored on our Management Information System (HUBmis), and contains basic contact details of staff and pupils, personal details, timetables and other data – all has been submitted on a voluntary basis. This is used for the smooth running of the School and not for anything else. We do not share any personal data with any third parties unless permission is given by the individual. Some limited personal information is included in exam submissions, but these are approved by individuals as part of the exam processes.

Storage of Information: we store information electronically for 20 years, and paper versions for 3 years. Exam information I have electronically for 18 years (From the year 2005 and up to now)

Access: all individuals are able to check their files at any time, and have access to all their information on HUBmis (within child protection limitations)