

Your privacy at Harbour

At Harbour international, we are careful with the privacy of our students. This is laid down in the privacy regulations of our school, which can be found, along with our school image use policy [here](#).

We refer to data concerning students as personal data.

We only use personal data if this is necessary for the learning and guidance of our students, and for the organization that is necessary for this. In the privacy regulations you can read exactly what the goals are for the registration of personal data for our school. We receive most of the information from parents (such as when registering at our school). In addition, our school's teachers and support staff record information about our students, such as grades and progress. Sometimes special personal data is registered if necessary for the correct supervision of a student (such as medical data, specific diagnosis...).

The student data is stored in our (digital) administration system Parnassys. This also records the progress of the students. These programs are secure and access to that data is limited to our school staff on a need to know basis.

During the lessons we use a number of digital learning materials. This requires a limited set of personal data, for example to be able to identify a student when they log in. We have made clear agreements with these suppliers about the data they receive from us. The supplier may only use the student data if we give permission to do so, so that misuse of that information by the supplier is prevented.

Parents have the right to view the data of and about their child (ren). If the data is incorrect, the information must be corrected. If the data that has been stored is no longer relevant to the school, you may request to have that specific data deleted. For questions or to exercise your rights, please contact your child's teacher or our school principal.

If student data is exchanged with other organizations, we will request parental consent in advance, unless we are required by law to provide that information. This may be the case if the attendance officer asks for information or if the Ministry of Education, Culture and Science needs information.

For the use of photos and video recordings of students on, for example, the school website or in the newsletter, we always ask for your permission in advance. Parents may always decide not to give that consent, or to withdraw consent previously given. If you have given permission, we will of course continue to handle the photos carefully and weigh each time whether it is wise to post a photo. We are required by law to ask for permission every school year and at the beginning of each school year, you will receive a form to fill and specify your preferences.

For questions about the use of photos and videos, please contact our Privacy Officer. Her name is Jennifer Hijdra-Erno and her email address is: jenniferh@harbouribsr.nl