

# **Privacy & Data Protection Policy**

**Future Human School** 

### **Purpose**

Future Human School is committed to protecting the privacy and personal data of all students, families, and staff. This policy outlines how we collect, use, store, and share information in a responsible and transparent way, in line with international good practice and applicable privacy laws (including GDPR where relevant).

#### What We Collect

We collect and store personal information that is necessary to provide a safe, supportive, and effective learning environment. This may include:

- Student and parent/guardian names, contact details, and nationality
- Medical or wellbeing information (e.g. allergies, emergency contacts, support needs)
- Enrollment and attendance records
- Learning documentation (e.g. assessments, portfolios, reports)
- Photographs or videos of students involved in school activities (with consent)
- Feedback or communication records between school and families

### **How We Use Personal Data**

We use personal data for purposes such as:

- Managing enrollment and communication with families
- Supporting student wellbeing, learning, and safety
- Planning and assessing learning progress
- Promoting and documenting school activities (with permission)
- Meeting legal, safeguarding, or regulatory obligations

We do not sell or share personal data with third parties for commercial purposes.

### **Data Storage & Security**

- All personal data is stored securely, either digitally (on password-protected platforms) or in locked physical files
- Access is limited to staff who need the information to support student learning, wellbeing, or administration
- Any third-party tools we use (e.g. for email, assessments, communication) are selected for their privacy compliance and security standards

#### Photo & Media Use

We may document learning through photos and videos to celebrate and reflect student progress. These may be used:

- Internally (e.g. student portfolios, reports, presentations)
- In school communications (e.g. newsletters or secure parent groups)
- Publicly (e.g. website, social media, printed material) only with prior consent from families

You may opt out of public sharing by completing our **Media Opt Out Form** upon enrollment.

## **Your Rights**

As a parent or guardian, you have the right to:

- Request access to the data we hold about your child
- Correct inaccurate information
- Withdraw consent for media use or non-essential data processing
- Request that data be deleted (subject to legal obligations)

We will respond to all requests within a reasonable time frame.

### **Retention of Data**

- We keep student records only for as long as they are needed for educational, legal, or safety purposes
- When no longer required, data is securely deleted or destroyed

### **Contact & Concerns**

If you have questions or concerns about how your or your child's data is handled, please contact:

#### Richard Flanagan

Founder & Director

FAO Richard: hello@futurehumanschoolbali.com

This policy will be reviewed annually and updated to reflect changes in legal requirements, technology use, or internal processes.