



BRITANNIA

INTERNATIONAL ACADEMY®

Digital Privacy Policy

Purpose

Britannia International Academy® is committed to protecting the privacy, confidentiality, and security of student, parent, and staff personal data.

As an online and internationally focused educational institution, the school recognises the importance of responsible data management and compliance with applicable data protection and privacy regulations, including the General Data Protection Regulation (GDPR).

This policy outlines how personal information is collected, stored, accessed, used, and protected within the school's digital and educational environments.

Key Principles

Britannia International Academy® is committed to:

- Protecting personal data and privacy rights
- Maintaining secure digital learning systems
- Ensuring responsible and lawful use of information
- Promoting transparency in data handling practices
- Preventing unauthorised access, disclosure, or misuse of information



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Protection of Student and Staff Data

The school collects and processes personal information only where necessary for:

- Educational delivery and administration
- Student enrolment and academic records
- Safeguarding and welfare support
- Communication with parents and students
- Assessment and progress monitoring
- Staff employment and professional management

Personal data may include:

- Names and contact information
- Academic records and attendance data
- Assessment information
- Safeguarding and welfare information where appropriate
- Digital learning records and platform activity

Britannia International Academy® ensures that personal information is processed responsibly, securely, and only for legitimate educational purposes.



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GDPR Compliance

Britannia International Academy® aims to operate in accordance with GDPR principles, including:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy of information
- Secure storage and confidentiality
- Accountability and responsible data management

The school will take reasonable steps to ensure personal information remains accurate, secure, and appropriately managed.

Secure Storage of Records

The school uses secure digital systems and storage procedures to protect records and sensitive information.

Measures may include:

- Password-protected systems
- Restricted access controls
- Secure cloud-based educational platforms
- Encrypted communications where appropriate
- Regular monitoring of digital systems

Records are retained only for appropriate educational and administrative purposes.



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Access Control Procedures

Access to personal data is restricted to authorised staff members who require the information to carry out their professional responsibilities.

The school will:

- Limit access based on staff roles and responsibilities
- Maintain confidentiality expectations for all staff
- Monitor access and use of digital systems where appropriate
- Ensure staff receive guidance on responsible data handling

Use of Digital Learning Platforms

Britannia International Academy® delivers online learning through the ClassIn educational platform and other approved digital learning tools.

The school ensures that:

- Digital learning environments are secure and monitored
- Student participation is appropriately supervised
- Educational technologies are used responsibly
- Online safeguarding expectations are maintained
- Personal data is protected within online systems

Students, parents, and staff are expected to use digital platforms responsibly and in accordance with school policies.



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Data Breach Procedures

A data breach may include unauthorised access, disclosure, loss, or misuse of personal information.

In the event of a suspected data breach, the school will:

- Investigate the incident promptly
- Take appropriate steps to contain and manage the issue
- Assess potential risks and impact
- Notify relevant parties where necessary and appropriate
- Review procedures to prevent future incidents


All staff members are expected to report suspected data breaches immediately to school leadership.


Staff Responsibilities

All staff members are responsible for:

- Maintaining confidentiality
- Protecting student and staff information
- Using school systems responsibly
- Following school privacy and safeguarding procedures
- Reporting any concerns relating to data protection or digital security

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Monitoring and Review

This Digital Privacy Policy will be reviewed regularly by senior leadership to ensure continued effectiveness, legal compliance, and alignment with educational and safeguarding standards.

Britannia International Academy® is committed to maintaining safe, secure, and responsible digital learning and administrative environments that protect the privacy and wellbeing of all members of the school community.



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