

INFORMATION ON STUDENT DATA PROCESSING IN CONNECTION WITH EDUCATION AT SCHOOL

In accordance with Article 13(1)–(2) of the GDPR¹, we inform you that:

1. The controller of your personal data is the **International School of Gdansk**. You can contact us by post at ul. Biała 1, 80-435 Gdańsk; by email at isg@gfo.pl; or by phone at +48 58 342 31 00
2. The correctness of personal data processing is supervised by the **Data Protection Officer**, who can be contacted via email at iod@gfo.pl or by post at the school's address.
3. We process your personal data and the personal data of your child (hereinafter jointly referred to as your personal data) in order to provide educational, care, and pedagogical services, in accordance with applicable laws and regulations.
4. Your data will be processed on the basis of:
 - **Article 6(1)(c) GDPR**, in particular in connection with the **Act of 7 September 1991 on the Education System**, the **Act of 14 December 2016 – Education Law**, and their implementing regulations;
 - **Article 6(1)(e) GDPR**, where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (e.g. announcing the names of outstanding students at a school assembly);
 - **Article 6(1)(f) GDPR**, where processing is necessary for the purposes of legitimate interests pursued by the controller (e.g. displaying students' signed work in the school corridor or labeling student lockers);
 - **Article 6(1)(a) GDPR**, where processing is based on consent (e.g. participation in competitions, sports events, or school trips where sharing data with third parties may be required, such as additional insurance providers).
5. Data retention periods are determined by legal regulations and the school's archiving policy, based on the **Act of 14 July 1983 on the National Archival Resources and Archives**. Where data is processed on the basis of consent, it will be stored only as long as necessary to fulfil the stated purpose. For example, **student grade records are stored for 50 years**, while **lesson plans and records of additional activities are stored for 5 years**.
6. Data recipients may include entities to whom personal data is disclosed – excluding public authorities, which may receive such data only within the scope of specific administrative proceedings. Recipients may also include entities supporting the school in fulfilling its statutory duties, particularly in areas such as IT, legal, and accounting services, personal/property security, or data protection (e.g. electronic gradebook systems, libraries, or mock exams).
7. Your data will **not** be transferred to a third country or to an international organisation.
8. In accordance with the GDPR, you have the right to:
 - access your data and receive a copy thereof;
 - rectify (correct) your data if it is inaccurate or outdated, and erase it where the processing is not required for legal compliance or public duties;
 - restrict or object to the processing of your data;
 - lodge a complaint with the **President of the Personal Data Protection Office** (ul. Stawki 2, 00-193 Warsaw);
 - withdraw your consent to the processing of your personal data, where processing is based on your consent; withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal.
9. Providing personal data processed on the basis of **Article 6(1)(c) GDPR** is a legal requirement and mandatory under applicable law. Failure to provide this data will result in the school being unable to fulfil its duties. Providing personal data in other cases is voluntary.
10. Your data will **not** be used for automated decision-making or profiling.

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 119, 4.5.2016, p. 1; OJ L 127, 23.5.2018, p. 2)