



AARHUS
ACADEMY FOR
GLOBAL EDUCATION
DENMARK

Persondataloven = GDPR = The General Data Protection Regulation

Personal data policy

The objective of AAGE's data policy is to protect students, parents, employees and board members' personal information against unauthorized use, in accordance with the Personal Data Protection Regulation.

It is also a goal that this security measure goes hand in hand with common sense. Resources and measures taken should be within reasonable limits. Security and risk should be balanced.

Data policy is under ongoing development, and if anyone has questions, comments or suggestions for the policy, please contact administration@aarhusacademy.dk

Data flow personal data

- **Parent / Student Information**

Registered in the student administration system before and after admission.

Everything is done digitally. (There is currently a smaller physical archive in the administration - it will be removed in the summer of 2018.)

Consent obtained

Student information is processed in the following administrative systems:

Open Apply

Managebac

Tabulex

Seasaw

UNI-C

E box

Information will be deleted when it is no longer relevant, usually one year after student has left.

Employees and applicants

Information regarding current employers and applicants is registered in staff archives.

Consent obtained

Personal information is processed in the following administrative systems:

Proløn

Managebac

www.aarhusacademy.dk

E boks

Physical documents - staff folders

Unsolicited applications are kept max. 2 years. Systematic erasure is done annually in July

Applications for vacancies are kept max. 1 year. Systematic erasure is done half-yearly in July and

January.

Board members

Registered in the board archives..

Consent obtained

Board information is dealt with in the following administrative systems:

www.aarhusacademy.dk

Physical documents or Office 365 - board folders

Security

- **Physical archives**

Physical archives are stored in the school administration offices, Dalgas Avenue and administrative office at Bushøj under lock.

Only relevant persons have access to the archives.

Storing physical documents outside these locations should be minimized as far as possible.

It must only take place when there is a concrete need for this. For example, when reading large amounts of documents.

Devices (eg ipads and pc) provided by the school have been set up with personal password, which is being changed. once a year.

Storing personal data on c-drives or other external storage media can only take place when relevant and when written consent is obtained.

Parents will before august 2018 be asked for content to share class lists with phone numbers and email addresses with other parents and for staff to be stored on private devices.

All the school's devices is reviewed annually by the IT department in order to ensure security and functionality.

Downloading and storing personal data on private electronic media can only take place when relevant and when consent is obtained.

Office 365 employees

School's Office 365 accounts are set with a password that changes at least once a year.

The storage of personal data on must be limited to the minimum extent and time. The individual employee is responsible for cleaning up and deleting documents at least once a year.

Sharing personal information internally within the organization on Sharepoint must be minimized in scope and time. The individual employee is responsible for cleaning up and deleting documents at least once a year.

Sharing of personal information outside of the employee and management circles can only be done when written consent is obtained.

Non-active office 365 accounts are deleted by school one month following resignation.

Mail system (part of office 365):

Use / storage in the mailsystem of personal information must be minimized as time and extent as possible.

Sent Mail - Automatically Deletes After 6 months

Inbound mail containing personal-sensitive information that may be repository is moved within 14 days to folder-tagged personal information. The individual employee is responsible for systematic

erasure / cleanup in this folder at least once per. year
Deleted mail should be deleted after one month.

In case of need to exchange "secure mail" information with authorities or others, this may be done by contacting the administration. (note E-box currently only possible requiring recipient to be registered).

Office 365 - students

Students are made aware of "AAGE IT policy" and teaching helps them to be familiar with the rules for responsible handling of data. It is also a parental responsibility to pay attention to this. Accounts will be deleted by the school 1 month after the students resignation.

Other programs and apps - students

AAGE only support/use and downloading apps and programs are GDPR compliant.

Social media

AAGE have a Facebook account where pictures and other information from the school is uploaded. Portrait pictures will only be uploaded when content is obtained from parents/staff. AAGE is aware that Facebook is a controversial media when it comes to personal data protection. We will observe the ongoing debates and - if necessary – close down our account.

Prepared in May 2018 and approved by the Board 21.of June 2018.

The policy is revised on a regular basis, if necessary by the head of school, and is available once a year for the Board for information, next time 2019.

The policy currently in force is available at www.aarhusacademy.dk

3.Version 18.6.2018

