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AIS Personal Data Policy (GDPR)

The purpose of this Personal Data Policy is to provide a comprehensive explanation of how Aarhus International School (hereinafter referred to as "AIS") collects, processes, and protects personal data for students, staff and other groups of people affiliated with the school. AIS processes personal data strictly on a legal basis, and it is our objective to manage the information responsibly and to safeguard personal data, irrespective of where the data is collected, stored, or disclosed.

Definition of Personal Data

Personal data encompasses any information that can be used to identify an individual, including but not limited to, first and last names, residential or other physical addresses, email addresses, and other contact information, whether related to private residences or workplaces.

AIS adheres to all applicable data protection regulations in its processing of personal data, including the Danish Data protection Law 502 of 23 May 2018 and the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 concerning the protection of privacy in the context of personal data processing.

Purpose of Data Collection and Processing

The handling of personal data is essential for the operation of the school. AIS collects and processes only the personal data necessary to provide educational services, which include both pastoral care and monitoring of students' academic progress. AIS may access personal data for the following purposes:

- Processing admissions and enrolments.
- Facilitating financial planning for future resource allocation
- Complying with statutory reporting requirements to educational and other relevant authorities.
- Assisting in the investigating of concerns or complaints.
- Communicating information about services, news, events, and activities.
- Engaging in forecasting and strategic planning for educational services.
- Addressing requests from staff and former students concerning historical information about their time at AIS.

Data Collected

Parent/Student Information

Personal data is registered and processed in the student administration systems both before and after admission, with all procedures conducted digitally and consent duly obtained.



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AIS complies with GDPR reporting requirements to the Danish authorities. Data is deleted when no longer relevant, typically when students exceed the MYP5 age. Alumni data is stored with consent.

Employees and Applicants:

Data regarding employees and applicants is recorded in staff archives and managed in relevant systems, with consent obtained in advance.

All physical staff folders have been digitized. Unsolicited applications are retained for a maximum of 2 years, with systematic erasure occurring annually in July. Applications for vacancies are retained for up to 1 year, with deletions taking place biannually in July and January.

Board Members:

Board members' data is recorded in board archives within Office365/OneDrive and names and pictures shared in the school web site.

Photos, Videos, and Social Media:

AIS maintains accounts on platforms such as LinkedIn, Facebook and Instagram where images and other school-related information are uploaded. Portrait photographs are only posted with prior consent from parents or staff. AIS acknowledges the privacy concerns associated with social media platforms and will monitor ongoing debates to ensure compliance, including closing accounts if necessary.

Physical Archives:

Remaining physical archives are stored securely in the school administration office at Dalgas Avenue, with access limited to authorized personnel.

4. Data Collection Methods

AIS primarily receives personal data from information provided by parents/guardians through OpenApply, e-mail and Toddle. AIS's website also uses cookies to generate anonymized visitor statistics. Cookies can be disabled in the browser, though this may impact the functionality of certain features.

5. Data Disclosure

AIS shares personal data with other educational institutions, authorities, and partners as required by law and in accordance with regulations governing educational activities. AIS has entered into data processing agreements with external partners where specific data processing is outsourced. By registering your vehicle's registration number in the Parkzone/Parkcare system, you consent to the disclosure of the provided data (License plate number and first name) to Parkzone, which shall act as the data controller for such information. All data



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processing occurs within the European Economic Area (EEA) or in countries listed as safe by the Danish Data Protection Agency. For specific purposes outlined in Section 3 of this Policy, AIS may disclose personal data to:

- Educational institutions, such as schools, colleges, or universities, for students planning to attend post-AIS.
- Local education authorities in Denmark.
- Medical professionals or social service organizations, particularly where sharing is in the individual's vital interest.
- Information systems providers necessary for AIS's educational and administrative services.
- Providers of IT hosting and maintenance services.
- Government agencies, law enforcement, health, and social care services, where disclosure is legally mandated or upon obtaining explicit consent.

6. Security Measures

AIS has implemented both technical and organizational security measures to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorized access, misuse, or processing in violation of data protection laws.

7. Data Access and Rights

Registered individuals have the right to request:

- Correction of personal information.
- Access to the information held about them.
- Deletion of their personal data.

Requests should be directed to AIS via email at administration@ais-aarhus.dk or by phone at +45 86 72 60 60. While AIS will endeavour to accommodate such requests, it reserves the right to refuse if the request:

- Contradicts the school's procedures, instructions, circulars, or legislation.
- Is one of an unreasonably large number
- Requires disproportionate technical intervention.
- Impacts the privacy of others.
- Is impractical or technically unfeasible, such as deleting backup data.

Complaints can be submitted to the Danish Data Protection Agency at any time (<https://www.datatilsynet.dk/generelt-om-databeskyttelse/klage-til-datatilsynet/>).

8. Updates to the Policy

AIS is committed to maintaining compliance with data protection regulations and will amend this policy as necessary to meet these requirements.



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9. Contact Information

For inquiries related to this Personal Data Policy, data processing, or your relationship with AIS, contact:

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