

# PERSONAL DATA CONSENT FORM

*Created November 3, 2023*



**CEDAR**  
INTERNATIONAL  
**SCHOOL**  
BRITISH VIRGIN ISLANDS

## **Student and Family Data Privacy and Consent**

In accordance with the Data Protection Act, 2021 of the British Virgin Islands, Cedar International School is committed to protecting your privacy and ensuring the security of your personal data. This data consent form briefly outlines how we collect, use, and protect your data. The school's full Data Protection Policy can be read on Cedar's website at the following link: <https://cedar.vg/data-protection-policy/>

By signing this form, you consent to our data processing practices as described below.

### **1. Information We Collect**

We collect various types of personal data, including but not limited to:

- Student and parent/guardian names
- Contact information (email addresses, phone numbers, physical addresses)
- Emergency contact information
- Student ID numbers
- Academic records
- Health records
- Photographs and video recordings for school-related activities
- Schoolwork and assessment data
- Special educational needs information

### **2. Purpose of Data Collection**

We collect and process this data for the following purposes:

- Educational and administrative purposes
- Communication with students and parents/guardians
- Health and safety
- Statistical analysis for school improvement
- Compliance with legal requirements

### **3. Data Sharing**

We may share your data with:

- School staff and administrators
- Service providers (e.g., IT support, healthcare providers)
- Education authorities
- Legal and regulatory authorities when required by law

#### **4. Data Security**

We have implemented security measures to protect your data from unauthorized access, disclosure, alteration, and destruction, in accordance with the Data Protection Act, 2021.

#### **5. Data Retention**

We retain your data only as long as necessary for the purposes described above or as required by law.

#### **6. Consent and Right to Withdraw**

By signing this form, you consent to our data processing practices. You have the right to withdraw your consent at any time by contacting our school office. Please note that withdrawing your consent may affect our ability to provide certain educational services.

#### **7. Your Rights**

You have the following rights regarding your personal data, as granted by the Data Protection Act, 2021:

- Right to access and receive a copy of your data
- Right to rectify inaccuracies in your data
- Right to request the erasure of your data (in certain circumstances)
- Right to object to the processing of your data
- Right to data portability

#### **8. Parental Consent for Photo Use**

In addition to the above, I understand that I have the right to grant or withhold consent to have my child's photograph used for school publications, social media, and press releases, as outlined in section 9.2 of Cedar's Data Protection Policy.

I am hereby choosing to (*please circle your preference*) **grant / withhold** consent for photographs of my child to be used for school publications, social media, and press releases, as outlined in section 9.2 of Cedar's Data Protection Policy.

#### **8. Contact Information**

If you have any questions or concerns about your data privacy, or if you wish to exercise your rights, please contact our Data Protection Officer: Mrs. Verney O'Neal by email at [verney.oneal@cedar.vg](mailto:verney.oneal@cedar.vg) or by calling the school.

## Consent

I, the undersigned, have read and understood the information provided in this Personal Data Consent Form. I consent to the collection and processing of my and my child's data as described above, in compliance with the Data Protection Act, 2021.

Stakeholder Name (Printed): \_\_\_\_\_

Stakeholder Signature: \_\_\_\_\_

Stakeholder role (Please circle all appropriate):

Parent / Guardian / Staff member / Trustee / Volunteer / Other

Date: \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return this form to the school office.

Thank you for your trust in Cedar International School. We are committed to safeguarding your data and providing a safe and productive educational environment for our students while respecting the Data Protection Act, 2021.