

## Victorious International British School

Director: Victoria Gomez-Middleton  
Partida Cap-Negret,  
Costa Bella, Locales 13 y 14,  
Altea, Alicante 03590  
Telephone: 634806696  
Email: admin@victorious-school.com



### Privacy Policy

When you register interest or complete an admissions process to Victorious International British School, we will ask you for necessary personal information including: Parent and Pupil's full name, address, contact telephone numbers, emergency telephone numbers and addresses, email address, your child's date of birth and any medical information. When payments are arranged you may also voluntarily share payment details.


All personal information will be stored in accordance to GDPR regulations in our secure online database system which is only accessible to our Teachers and Staff. All access is password protected. Some information will also be stored on devices owned by the director and assistant head Teacher in order to run the administration of the school. Devices will be password protected. We will only use information provided to run the school as needed and to contact you about necessary information.

Paper copies of all personal information will also be kept at school in a lockable filing system and will only be accessible to the necessary staff.

Occasionally we will use your contact details to advertise and market new services that the school offers but you can opt out at anytime. Your information will not be shared with a third party unless it is necessary to do so in order to participate in a show, competition, workshop, to receive ordered products such as uniforms, or for any child protection or safeguarding reasons.

Photographs of pupils will be taken by teachers during classes. Photographs will be used for monitoring progress, and occasionally for advertising purposes. Photos will be stored on a password protected device. Photos that are published on our website or social media platforms will only ever include first names, never full names or any other information about the customer or pupil. Photos will not be shared with anyone other than Teachers and Staff. You can opt out of granting permission for your child to be photographed at anytime by requesting this in writing.

This policy was adopted by  
On  
Date to be reviewed  
Signed on behalf of the provider  
Name of signatory  
Role of signatory

Victorious School  
1<sup>st</sup> May 2022  
1<sup>st</sup> May 2023  
E Signature   
Victoria Gomez-Middleton  
Director

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