

Privacy Policy Vinnytsia Private Lyceum ‘INTITA’

1. General Provisions

1.1. This Privacy Policy defines the procedure for the collection, processing, storing, using and protecting personal data carried out by Vinnytsia Private Lyceum “INTITA” (hereinafter referred to as the Lyceum).

1.2. The Lyceum processes personal data in accordance with:

- the Law of Ukraine “On the Protection of Personal Data”;
- the Law of Ukraine ‘On Education’;
- the Law of Ukraine ‘On Complete General Secondary Education’;
- other regulatory and legal acts of Ukraine.

1.3. The Policy applies to students, parents (legal representatives), employees, and visitors to the Lyceum's official website (if available).

2. Personal data processed by the Lyceum

2.1. Student data

- Full name;
- Date of birth;
- Place of residence;
- Contact details of parents/legal representatives;
- Documents about education;
- Medical data (if there are legal grounds);
- Learning outcomes;
- Behavioural and attendance data;
- Photos and videos (with consent).

2.2. Data of parents/legal representatives

- Full name;
- Contact details;
- Documents confirming authority;
- Signatures on documents.

2.3. Employee data

- Full name;
- Data on education and qualifications;
- Personnel documents;
- Photos (if necessary).

2.4. Data collected through the website (if available)

- IP address;
- Cookies;
- Data from web forms (name, telephone number, e-mail, etc.).

3. Purpose of processing personal data

Personal data is processed for the following purposes:

- ensuring the educational process;
- keeping records of students and employees;
- fulfilment of legal requirements;
- ensuring the safety of students and employees;
- communication with parents;
- organisation of events, competitions, projects;
- ensuring the functioning of the website and electronic services.

4. Procedure for storing and protecting personal data

4.1. Personal data is stored:

- in paper form — in personal files, journals, and accounting books;
- in electronic form — in the Lyceum's secure information systems.

4.2. Access to the personal data is exclusively granted to authorized employees:

- the director;
- deputy directors;
- class teachers;
- psychologist/social educator;
- medical worker;
- other persons in accordance with their official duties.

4.3. The Lyceum ensures data protection by:

- access restrictions;
- using passwords;
- protecting of premises;
- compliance with the rules for handling documents.

5. Transfer of personal data to third parties

- The Lyceum may transfer personal data to third parties only in cases specified by law, in particular:
 - to the Ministry of Education and Science of Ukraine;
 - to local government bodies;
 - to courts, law enforcement and regulatory authorities;
 - to medical institutions;
 - to providers of electronic educational services (electronic journal, Google Workspace, etc.).

6. Rights of personal data subjects Individuals have the right to:

- access your personal data;
- demand changes;
- submit a request for deletion of data, unless this is contrary to the law;
- withdraw consent to processing;
- obtain information about the transfer of data to third parties.

Requests are submitted in writing to the director of the Lyceum.

7. Personal data retention periods

7.1. The storage periods for various categories of personal data are determined by the types of documents, the purpose of their processing, and the internal regulations of the Lyceum.

7.2. The educational institution independently determines the storage periods for individual types of documents.

- Personal affairs of students;
- Orders on personnel (admission/expulsion);
- Journals, accounting books;
- Medical documents;
- Materials from e-diaries/electronic services;
- Photo and video materials.

7.3. After the expiration of the established period, the data shall be destroyed or archived in accordance with the Lyceum's internal procedures.

8. Cookies and Internet data (if the website is available)

The Lyceum's website may use cookies for:

- proper functioning of services;
- analysis of statistics;
- improvement of interaction with users.
- Users can disable cookies in their browser settings.

9. Contact information of the responsible person

Full name of the responsible person: Plaksii Yaroslav Ivanovych

Position: Director

Phone: +38 063 189 22 56

E-mail: lyceum@intita.com

10. Amendments to the Policy

The Policy may be supplemented or changed by decision of the head of the Lyceum.
The updated edition comes into force from the moment of its publication on the Lyceum website.