



Data retention and processing

Students

The Swedish School Association of Kenya (the School) keeps databases pertaining to three categories of data subjects: students, international staff and kenyan nationals staff. The School has a duty to notify all data subjects of how their data is being saved and used.

Retention Schedule International Staff

Data type	Storage location	Purpose of storage	Availability	Third party sharing	Security measures	Retention period
Contact information such as addresses, telephone numbers of students and legal guardians.	Google drive, physical file	Data retention and processing for contacting purposes.	School administration security level, School teacher security level, student passes processing consultant		Google security measures, local fire walls, locked file cabinet in main office	Permanently unless asked to destroy data after 10 years.
Student name and passport number	Google drive	Data retention and processing for AFD insurance purposes.	School administration security level	Amref Flying Doctors	Google security measures, local fire walls	During active school years at the school
Passport, vetting, diplomatic status, student passes	Google drive, physical file	Data retention and processing for questions pertaining to student passes.	School administration security level, student passes processing consultant	Kenyan authorities	Google security measures, local fire walls, locked file cabinet in finance office	During active school years at the school or longer if accepted by data subject for future reference.
Proof of nationality of students and information about the nationality of legal guardians	Google drive, physical file	Data retention and processing.	School administration security level, student passes processing consultant	Kenyan authorities.	Google security measures, local fire walls, locked file cabinet in main office	During active school years at the school or longer if accepted by data subject for future reference.



Information pertaining to the schools application of swedish "statsbidrag"	Google drive	Data retention and processing for legality of position employed for.	School administration security level	Swedish government	Google security measures, local fire walls, locked file cabinet in main office	Permanently unless asked to destroy data after 10 years.
Employer information and contacts	Google drive	Data retention and processing pertaining to billing of school fees	School administration security level	Employer of lagal guardian paying school fees	Google security measures, local fire walls.	7 years following kenyan law.
Students physical address	Google drive, physical file, physical list for drivers employed by the school for transporting students to/from school	Data retention and processing for questions pertaining to school transport	School administration security level, School drivers		Google security measures, local fire walls	During active school years at the school.
Photos taken by the school	Google drive, and teacher telephones	Data retention and processing for showing parents school activities, website and social media. Depending on consent form from legal guardian.	School teachers security level	Parents, website, social media.	Google security measures, local fire walls, security measures of website and social media.	Depending on consent form.
Swedish Criminal Record (only applies to syudents in upper secondary school)	Google drive	Data retention.	School administration security level		Google security measures, local fire walls, locked file cabinet in main office	During active school years at the school.
Grades and certificates	Google drive, physical file	Data retention and processing for questions pertaining to grades and academic results..	School teachers security level	Swedish school system	Google security measures, local fire walls, locked file cabinet in main office	Permanently according to directives of the Swedish School Board.

SWEDISH SCHOOL ASSOCIATION OF KENYA

P.O. Box 21324 00505 Nairobi KENYA Tel: + 254 722 207120 E-post: info@ssn.or.ke Webbplats: www.ssn.or.ke