

Student card 2019/2020

First name	Middle name	Last name
Date of birth	Personal identification number	
Address	Postal code	Postal place

Parent/legal guardian 1		
First name	Middle name	Last name
Address	Postal code	Postal place
Mobile phone	Home phone	Work phone
E-mail address		

Parent/legal guardian 2		
First name	Middle name	Last name
Address	Postal code	Postal place
Mobile phone	Home phone	Work phone
E-mail address		

Allergies or other dietary restrictions the school must enforce
Other information the school should have about the student
The student lives together with
The student's spare time activities and hobbies
Organized activities the student participates in

Name of previous school / kindergarten	The school can obtain information if necessary Yes / No	
Does the student have a library card? Yes / No	Has the student got a mobile phone? Yes / No	Can the student ride in an employee's car? Yes / No
Can the student ride in a bus for field trips? Yes / No	Can the student, and parents, be listed with name, address, phone and e-mail on the student list being sent to all parents? Yes / No	
Does the student have limited screen time at home? Yes / No	Can the student participate in trips close to water with an adult? Yes / No	Has the student followed the vaccination program? Yes / No



Doctor's name	Phone number
Doctors' office/address	

People to contact if we cannot reach the parents		
Name	Phone number	Relation
Name	Phone number	Relation

These people can pick up my child from school/SFO

Photographs of the student can be published on the school's website Yes / No	Photographs of the student can be published on the school's Facebook page Yes / No
Photographs of the student can be used in promoting the school Yes / No	The student is free to talk to the media in connection to the school Yes / No

The student card is archived in the student's folder in a lockable archive. By filling out the student card, you agree to let the school use the information to accommodate the teaching of the student. The student card is read by school staff who meet the student during the school day.

Processing of Personal Data at [Norlights Montessoriskole Stavanger](#)

When the parents or the student him/herself use our website and/or are in contact with the school for school procedures (admission, trips, lessons etc), [Norlights Montessoriskole Stavanger](#) processes the students' or parents' personal data. Below you will find some important information about this data collected, why we do this and your rights related to processing of personal data. The School Principal, Hild Herfjord, is the school's **Data Protection Officer**, in accordance with the provisions of the Personal Information Act.

1. Why do we collect personal information and what information do we collect?

We collect and process your personal data in order to comply with the purpose of the Education Act and our Curriculum, that you/your child shall be entitled to education in a safe and secure environment. We collect the personal data to meet these objectives:

1. To send out letters and provide information about the school's ongoing activities and plans, including weekly plans. Such information will be sent to your/your child's e-mail address. The school has a statutory duty to provide the required information.
2. To answer any inquiries from you/your child about their learning and social environment at school. The school has a statutory duty to obtain such information and to inform the person concerned.
3. To receive necessary information to make a statutory assessment and safeguard the rights under the Private School Act § 2-4, cf. the Education Act chapter 9A on Safe and good school environment that supports well-being, health and learning, and rights pursuant to the Private School Act § 3-6, cf. Education Act chapter 5, also to assess any learning needs that are not adequately addressed through adapted education.
4. To send information that the school receives regarding and during social activities, class trips and which may affect the assessment under paragraph 3.
5. During activities mentioned in point 4, the teachers can take pictures of your child. Subject to the limitations of section 45 c of the Copyright Act. Using these pictures within the scope of the law are subject to your/their consent, and as referred to your consent in the Agreement Form and Info Update Form on the school website.



6. To share class lists between parents due to social activities and measures connected to the educational program. These lists contain students' names, parents' names, address, e-mail address and phone numbers.

Other data than those mentioned here and as provided by statutory Basis of treatment in order to meet the requirements in the Private School Act, the school cannot obtain and register without your/your child's separate consent.

2. Disclosure of personal information to third parties

The school does not pass on your personal information to the third parties unless there is a legal basis for such disclosure. Examples of such a basis will typically be an agreement with you or a legal basis that instructs us to disclose the information.

3. Storage Period

The school keeps your personal data in the database as long it is needed for the school procedures. Documents which need to be archived will remain in the school's archives up to 20-25 years before being delivered to an approved depot. Personal information that the school processes solely on the basis of your/your children's consent will be deleted in case of withdrawal of your consent.

As an approved state-funded school, the school is obliged to keep information about the students that may be necessary for future use. This applies to any information that your child has been a student at school, including absence, formative assessments, final assessments, grades, and also matters such as rights and duties to the content and the structure of the education.

The school is also obliged to keep:

- case documents related to special educational needs, teaching, investigations, individual decisions, individual training plans.
- issues of physical and psychosocial school environment.
- incident reports.

In addition, required data and documents that the school is obliged to keep, shall be deleted at the end of the student's enrollment.

4. Your rights when we process personal data about you

You have the right to require access, correction or deletion of the personal information we process. Cancellation requirements do not apply to data that the school is required to keep.

You also have the right to demand limited treatment, objection to treatment and claim the right to data portability. The last mentioned is especially relevant for the change of the school. You can read more about these rights on the Norwegian Data Protection Authority's website: www.datatilsynet.no

To apply these rights, you must submit written inquiries to the Principal. The school will respond to your inquiry as soon as possible and no later than 30 days.

5. Complaint

If you believe that our processing of personal data does not match what we have described here or we otherwise violate privacy laws, you may appeal to the Norwegian Data Protection Authority. You can find more information on the Norwegian Data Protection Authority's website: www.datatilsynet.no - about how to file such a complaint.

We **do consent** to the use of our personal data

We do **not** consent to use of personal data, except by special consent

Signature parent/legal guardian 1

Signature parent/legal guardian 2

