



# Parental Privacy Notice

## B – School Administration Policies & Procedures

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# Parental Process Privacy Notice

## Introduction

At The British School Al Khubairat we value the rights and freedoms of all people. This includes respecting your privacy and protecting your personal data. At BSAK, we are committed to protecting and respecting your privacy and that of your child. This privacy notice addresses any personal data we process for you or your child that you provide us with following Admission. To understand how we process your personal data through the Admissions Process please see our Admissions Privacy Notice. A separate pupil privacy notice can be found on our website and on our Parent Portal.

This policy outlines how we collect, handle, and safeguard personal data in the course of our relationship with you.

In accordance with our Data Protection Policy, we commit to updating this Notice from time to time to ensure that you are informed about how we process your personal data.

The Data Management Team is responsible for data protection and our Data Management Committee is responsible for overseeing this Policy. Contact details for the Data Protection Management Team can be found in our Privacy Policy and Data Protection Policy.

## Data protection terms

The term 'personal data' refers to any information which identifies a person or can be used to identify a data subject when used in conjunction with other information.

The term 'data subject' describes the person about whom the personal data relates.

The term 'processing' means any activity that is performed on Personal Data or Special Category Data. It includes the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, restriction, erasure, or destruction of data

## How do we obtain your information?

You may provide us with personal data in several ways, such as by using, visiting, or interacting with our website (e.g., filling out forms or registering), visiting our school, corresponding with us via phone, email, or post, or sending information directly. This could include actions like paying fees, sharing medical records or details about your child's health, completing admission forms, signing our parent contract, or providing information we request as necessary.

## What personal data do we process about you?

The personal data we collect is in different forms, including:

- Children's personal identifiers and contact information (such as full name, age and address);
- Parental personal identifiers and contact information (such as full name, address, personal and work phone numbers and email address);
- Emergency contact details and numbers
- Children's/parent's date of birth;
- Children's Nationality/identity Card/passport number;
- Parents'/guardians' employer information;
- Parent login information for Parent Portal
- Financial information
- Parent's marital status
- Safeguarding/child protection information;
- Photographs;
- Parents' nationality and passport information;
- Children's native language/level of English knowledge/other languages spoken;
- Attendance (such as sessions attended, number of absences, absence reasons and any previous school(s) attended);
- Assessment and attainment information;
- Behavioural information (such as exclusions and any relevant alternative provision put in place); and
- Information from previous teacher(s) references (if applicable) related to the children's social development, language and mathematical skills or other skills related to previous educational courses.

## Processing of Sensitive Personal Data

As a school from time to time we may need to collect and process certain types of sensitive personal data to ensure the safety, well-being, and educational support of our students, in compliance with the Personal Data Protection Law (PDPL). This includes:

- **Safeguarding & Child Protection Data:**

Information related to child protection concerns.  
Records of safeguarding interventions and referrals.

- **Health & Medical Information:**

Learning needs, disabilities, or specific medical conditions (e.g., allergies, food intolerances) that require accommodations.

Immunisation (vaccination) records when required by law.

Health concerns and treatment provided by the school nurse

### Special Categories of Personal Data:

Family Information: Details of parents/guardians or emergency contacts.

Racial or Ethnic Origin: If required for reporting or support purposes.

Religious or Philosophical Beliefs: If relevant to educational accommodations.

Political Opinions: Only processed where legally required.

Criminal Records: Where necessary for safeguarding purposes.

Biometric Data: If used for identification or security purposes.

Psychological & Mental Health Information: If required to provide necessary educational or pastoral support.

All sensitive data is processed securely, with strict access controls, and only collected when necessary for legal, educational, or safeguarding purposes.

## Why we collect and process student personal data

The personal data, including that of your children shall be processed by our school for the following purposes:

- To deliver high-quality educational services tailored to your child's needs including the administration of our curriculum; monitoring student academic progress and educational needs; providing extra-curricular activities and student trips, reporting on the same internally and to parents; administration of students' entries to public examinations, and providing references for students (including after a student has left);.
- The safeguarding of students' welfare and provision of pastoral care, welfare, health care services, and support.
- The provision of a safe and secure environment for students, staff, and visitors to the school.
- Operational management, including the compilation of student records; the management of school property (including the use of CCTV in accordance with our [INSERT name of CCTV policy] and monitoring of the school's IT and communications systems in accordance with our [INSERT name Of Acceptable Use Policy]); the administration and implementation of our school's rules and policies for students and staff; and the maintenance of historic archives
- For the purposes of parent communication to celebrate learning, to keep parents informed about their child's activities at school, and to foster a sense of community
- Compliance with legal and regulatory requirements
- For the administration of invoices, fees and accounts
- To organise and manage school events
- To maintain and [monitor] our information systems and networks.
- To securely store information on our selected management information system.
- To use your child's photograph as part of an internal manual ID system within our management information system.
- To display your child's photograph within school premises, such as in classrooms or halls.
- For advancement, including fundraising
- To promote our school through our website[s], our prospectus and other publications and communications (including through our social media accounts)
- To keep a record of historical and memorable events relevant to the maintenance of a historical record
- To address any queries, disputes, or concerns involving you or your child.
- To enforce any terms or agreements in place, including the parent contract.
- To inform you about additional services, such as extracurricular activities or school events, that contribute to your child's holistic development.
- After your child has left the school, to share updates on key school news and events.
- To gather feedback through surveys, such as those conducted for our school improvement initiatives.

To support these activities, we use technology, including our management information system, virtual learning tools, communication platforms, and scheduling systems. These tools are carefully selected and vetted to ensure your and your child's data is handled securely. For more information about these technologies, please contact our Data Protection Management Team at [dataprotection@britishschool.sch.ae](mailto:dataprotection@britishschool.sch.ae)

Additionally, we use your information to fulfill contractual and legal obligations, such as maintaining attendance records, pupil files (including special education needs or child protection records where relevant), and behavior logs, as well as providing annual reports on pupil progress and attainment.

## Information We Receive from Other Sources

At BSAK, we may work closely with a variety of third parties, including your child's previous or future schools, medical professionals, photographers, local and education authorities, business partners, payment and delivery service providers, debt collection agencies, legal representatives, credit reference agencies, external extra curricular providers. These third parties may share relevant information about you and your child with us.

If you have questions about how your information is used or would like further details, please contact our Data Protection Management Team at [dataprotection@britishschool.sch.ae](mailto:dataprotection@britishschool.sch.ae)

## What are our legal bases for processing your personal data?

The legal basis for processing data in relation to these purposes are:

- To fulfil a contract we have with applicants' parents, or because they have asked us to take specific steps before entering into a contract;
- It is necessary to protect an individual's vital interests (in certain limited circumstances, for example, where a student has a life-threatening accident or illness while at school and we have to process that student's personal data in order to ensure the student receives prompt and appropriate medical attention);
- It is necessary for the establishment, exercise or defence of legal claims;
- It is necessary for reasons of substantial public interest, including safeguarding purposes;
- Compliance with legal obligations;
- Consent;

In addition, concerning any special category data, our condition for processing such data is:

- The data subject (or parent in the case of a child) has given explicit consent to the processing of those personal data for one or more specified purposes,
- It is necessary for medical purposes, including medical diagnosis and the provision of health care or treatment for students and managing related health care systems.

Where we process the personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please contact our Data Protection Management Team at [dataprotection@britishschool.sch.ae](mailto:dataprotection@britishschool.sch.ae)

## How do we use and protect your personal data?

We limit the access to personal data, retained in physical archives or IT systems and infrastructure, only to those individuals that strictly need to know personal information in order to provide students and parents with specific services, assistance and support.

Personal data will be kept confidential and will be protected via appropriate technical and organisational measures to ensure the security of personal data, including policies around use of technology and devices, and access to school systems.

## When do we share your data with third parties?

In the course of school operations, we may transfer personal data (including special category personal data where appropriate) gathered during the admissions process with third parties. Specifically, we may share such data with:

- Examination boards;
- Colleges/Universities;
- Other pre-baccalaureate educational institutions;
- School Management Information System iSAMS
- The school's Nurses;
- The school's professional advisors;
- Relevant authorities (if legally required to do so);
- Tour operators for the planning and organisation of school trips
- Travel insurance companies to arrange appropriate coverage for students on school trips

We may share personal data with trusted third-party service providers (data processors), including software platforms, educational technology (edtech) tools, and other companies or individuals who assist us in delivering our educational and administrative services. These third parties are only given access to the data necessary to perform their specific functions on our behalf and are contractually obligated to handle the information securely and in compliance with data protection laws. This ensures we can provide a high-quality learning environment and support the day-to-day operations of the school.

Photographs and/or videos of students may be shared with other parents within the school community through secure communication platforms such as Seesaw, for the purposes of celebrating learning, keeping parents informed about their child's activities at school, and fostering a sense of community

We may also be required to share your personal data with other organisations for legal or statutory purposes, or where we have your consent to do so.

These service providers process personal data on our behalf and under our instructions for the purposes described above.

Furthermore, we also share personal data with other third parties which process the data as joint data controllers or who are controllers in their own right. These joint data controllers include payment providers and financial institutions as well as law enforcement. We transfer personal data when this is necessary to do so. Sharing data with these parties is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions. We do not transfer personal data you have provided unless we are satisfied that the personal data will be afforded an equivalent level of protection.

We may transfer data to other countries but in doing so will rely on either the existence of adequacy agreements or upon standard contractual clauses as part of agreements with data processors.

We will not sell, distribute or lease your personal data to third parties unless we have your permission or are required by law to do so.

More information on how we transfer data to other countries is available upon request by contacting our Data Management Team at [dataprotection@britishschool.sch.ae](mailto:dataprotection@britishschool.sch.ae)

Additionally, the School will provide information to each pupil/parent (which can include relevant personal data of the respective children) as necessary to facilitate school operations.

## Profiling/automated decision making

We will not use your personal data for decisions based solely on automated processing or profiling if the decision produces legal effects concerning you or significantly affects you, unless you gave your explicit consent for this processing.

## What rights do you have over your personal data?

Under data protection laws, you have the right to:

- Obtain access to, and copies of, the personal data that we hold about you (subject to legal exceptions);
- Correct the personal data we hold about you if it is incorrect;
- Require us to erase your personal data in certain circumstances;
- Require us to restrict our data processing activities in certain circumstances;
- transfer personal data, in a reasonable format specified by you, including for the purpose of your transmitting that personal data to another data controller;
- Object to the processing of your personal data Where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal.

Please note that these rights are not absolute, and we may be entitled or required to refuse requests where exceptions or exemptions apply. We will respond to any such written requests as soon as is reasonably practicable and in any event within a reasonable period.

We try to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Please notify us of any significant changes to important information, such as contact details, held about you.

If you would like to exercise any of your data subject rights, please contact us at [insert contact details].

## Right to object

As mentioned above, you have a right to object to processing in certain circumstances. In particular, you may choose to object to the collection or use of personal data:

- Whenever personal data is processed on the basis of consent and you withdraw consent. Where personal data is processed for direct marketing purposes, including profiling related to direct marketing;
- Where personal data is processed to conduct statistical surveys, unless the processing is necessary to achieve the public interest;
- If personal data is processed in violation of data processing principles.

## How do we retain and protect your personal data?

All personal data is securely stored in accordance with legal requirements and school policy. We retain personal data only for the legitimate purpose(s) for which the personal data was collected, relying on the legal basis as mentioned above, and only storing such data for as long as necessary to accomplish those purposes, or as required by law. After we no longer need to process a particular piece of personal data, it is securely destroyed in accordance with legal requirements.

Upon admission, data will be processed and retained according to the school's retention policy and schedule.

## Contact us

If you have any questions or concerns about how we are using your personal data, or if you would like to exercise any of your information rights for which we are the data controller, or if you'd like to lodge a complaint about our data practices, please contact the Data Protection Management Team us at [dataprotection@britishschool.sch.ae](mailto:dataprotection@britishschool.sch.ae). You also have the right to contact the UAE Data Office.