



Beaconhouse Al Khaleej
International School Sharjah

Privacy Policy

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Last updated 30 August 2020

We, Beaconhouse Al Khaleej International School, maintain the information. As educators, we take your privacy seriously and know the importance of trust. We have created this Privacy Policy so you know how we collect, use, process or store any personal information you give us.

This Privacy Policy does not cover third parties or their services and we do not take any responsibility for how such third parties may use any information they collect. For information about third-party privacy practices, please consult with them directly.

We will always aim to be respectful if you have given us consent to contact you. If at any time you don't feel we've lived up to this, please let us know straight away by contacting us via the contact section of the Site.

Please take the time to read this Privacy Policy and note that it may change from time to time.

1. What information do we gather?

We may collect and process the following information in electronic and/or physical form from you:

1.1. If you are interested in enrolling and/or registering your child into our BAKIS school, the following information below may be collected from you:

- Your and/or your child's personal information such as names; title; postal address; email address; phone number; dates of birth; gender; occupation information; government issued ID information; visa information; religious beliefs; etc.;
- Admissions and enrollment information, including for example information you have provided on your child's application forms and during the enrollment process, information on your child's educational background, grades, and courses taken, information from references, information about your child's interests, and information from educational institutions attended previously;
- Your child's health information and background such as immunization records; health issues; health restrictions; information on disabilities; any emotional, learning, physical and other health needs; etc.
- information that you provide to us during the course of your child's education;
- marketing responses, such as child's current school, preferred curriculum, preferred location, preferred budget, preferred school;
- survey responses, such as parent satisfaction score, school feedback and school rating criteria, etc.

1.2. If you are applying to be a new member of staff, the following information below may be collected from you:

- Personal information such as name; title; next of kin; postal address; email address; phone number; date and country of birth; religious beliefs and practices; gender; nationality; government issued ID information; visa information; number of dependents; etc.;
- information about your background such as education, qualifications and professional achievements;
- information we receive from you and third parties when carrying out pre-employment checks, for example when we receive references on your behalf;
- marketing responses;

2. How do we gather this information?

The lawful bases we rely on for processing your information are:

- We have a legitimate interest, except where processing is unfair to you. BAKIS relies on legitimate interests for most of the way in which it uses your information. BAKIS has a legitimate interest in: providing education services to children; ensuring a safe and secure educational and working environment; safeguarding and promoting the welfare and development of all staff and children; protecting and promoting the objects and interest of BAKIS facilitating the efficient operation of BAKIS; ensuring our compliance with employment obligations; and ensuring all relevant legal obligations are complied with.
- We have a contractual obligation. We will need to use your information in order to perform any existing obligations under a contract with you.
- We have a legal obligation. We may need to use your information in order to comply with a legal obligation, for example to fulfil our safeguarding duties to staff and students.
- We have a vital interest, for example preventing someone from being seriously harmed.
- We have a public interest. BAKIS considers that it is acting in the public interest when providing educational services to students and employment opportunities to individuals.
- The processing of this information is necessary for the establishment, exercise or defense of legal claims. This allows us to share information with our legal advisors and insurers.
- For the purposes of medical treatment and management of healthcare services.
- As mentioned above, in some cases we will rely on more than one of the grounds above for a particular use of your information. The ground that we will rely on for a particular purpose may vary depending on the circumstances.
You directly provide us with most of the information that we collect, whether in digital or non-digital formats. We collect information and process information through the following ways:
- Information that you provide by filling in forms electronically on our Site or in physical form in person, including, without limitation, Information provided at the time of registering to use our Site, subscribing to a service, enrolling your child into our school, submitting a job application, entering into a contract with us.

3. How we use the information

We use the information held about you in the following ways and for the following purposes:

- To register and respond to your application and career or enrollment queries.
- To respond to, or follow up on, your comments and questions, and otherwise provide customer service.
- To send you relevant news if you have signed up to receive it.
- To occasionally carry out surveys to ensure that we are providing you with what you are interested in.
- To perform statistical analysis.
- To comply with our policies, procedures and legal obligations.
- To protect, investigate and deter against fraudulent, unauthorized, or illegal activity, including as we feel is necessary to protect our interest.
- To carry out our obligations arising from any contracts entered into between you and us.

4. Will we share your information with anyone else?

Yes if...

- You specifically request this, such as when you submit information to enquire about jobs or submit a job application through the BAKIS Education Careers website for current or future roles.
- You specifically request this, such as when you submit information to enquire about enrollment for your child at a relevant BAKIS school or BAKIS initiative.
- We are required to do so to comply with our internal policies and procedures or the law, or with direction from the courts or other authorities.
- We may also share your information with other BAKIS group companies and affiliates.
- We won't rent or sell your details to any other organization or individual. We may share some broader statistics and customer profiling information with third parties, but we'll keep it anonymous, so you won't be identifiable from that data.

5. Where we store and process the information

- The information we collect from you is partly stored on servers in the UAE and Pakistan, as well as in the location where the relevant BAKIS school or business operates. Your data may be transferred, stored and processed in countries which do not have data privacy laws as strong as those in the UAE, and may also be processed by people operating outside the UAE who work for us or one of our suppliers. By submitting the information, you acknowledge and agree to this transfer, storing or processing across national borders and entities as needed to provide you with the service you have asked from us. We will take commercially-reasonable steps necessary to ensure that the information is treated securely and in accordance with this Privacy Policy.
- We will retain your information for the period necessary to fulfil the purposes outlined in this Privacy Policy and as otherwise needed to comply with applicable law and internal company policies.

6. Security

- We understand the importance of securing your personal information in our care. We utilize reasonable security measures that include technical, administrative and physical safeguards to secure your personal information in our care from unauthorized access, modification, disclosure or destruction.
- However, if you provide us with personal information over the internet, you should be aware that the absolute security of the information transmitted over the internet or stored in electronic storage cannot be guaranteed to be 100% secure. While we take reasonable efforts to protect such personal information, you acknowledge that we cannot ensure or warrant the security of any personal information provided by these means and you provide it to us at your own risk.

7. Password and Confidentiality

- If you are provided with a user identification code, password or any other piece of information as part of our security procedures, you are responsible for maintaining the confidentiality of your password and user name for the Site and you are responsible for all activities that are carried out under them. We do not have the means to check the identities of people using the Site and we will not be liable where your password or user name is used by someone else.
- You agree to contact us immediately and inform us of any unauthorized use of your password or user name of which you become aware. We have the right to disable any user identification code or password, whether chosen by you or allocated by us, at any time, if in our opinion, you have failed to comply with any of the provisions of this Privacy Policy or the Terms and Conditions.

8. Your data protection rights

- You have the right to ask us for copies of your information, which is free of charge in most cases.
- You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- You have the right to ask us to erase your information in certain circumstances.
- You have the right to object to the processing of your information in certain circumstances.
- You have the right to ask that we transfer the information you gave us to another organization, or to you, in certain circumstances.
- We may request proof of your identity before we disclose such information to you. That's so we can prevent unauthorized access.

9. Consent

- By submitting information to us, you consent to our collection, storing and processing of your information in accordance with this Privacy Policy. You are entitled to request that we stop any consent-based processing of your personal information after you withdraw that consent. Please contact us at the relevant contact details in the Contact Us on our website.
- You are entitled to ask us not to process your personal information for marketing purposes. Please contact us.