



AUSTRALIAN INTERNATIONAL SCHOOL PRIVACY NOTICE FOR PUPILS

INTRODUCTION

We are required by law to look after the information we hold about you; this notice tells you how we do this. When we say “we” in this notice, this means Australian International School (“AIS”).

Personal information is any information which is about you, from which you can be identified (or from that information and any other information likely to come into our possession). This also includes information which may be true or untrue.

Please make sure you read this privacy notice carefully. This notice is a short form version of the full notice we have provided to your parents. If you would like more information, please speak to your teacher, you can also look at the privacy notice for your parents. This is available on our website.

WHAT PERSONAL INFORMATION MIGHT THE SCHOOL HOLD ABOUT YOU?

- Your full name, date of birth, grade and photograph;
- Your home address, home telephone number and mobile number;
- Your family's information;
- Your school email address and personal email address;
- Your academic records and test results;
- Your medical records (including special education needs and/or accidents); and
- Your race, religion or ethnicity.

INFORMATION WE RECEIVE FROM, AND SHARE WITH, OTHER PEOPLE OR COMPANIES

We will share your information with your parents. If you are not Singaporean or a Singapore permanent resident, we may have to provide information about you to the Immigration and Checkpoints Authority of Singapore.

We may work with other institutions such as your previous or new school, school nurses or doctors, school photographers, local authorities (for example, the Council for Private Education of Singapore and the Ministry of Education of Singapore), the Child Protective Service under the Ministry of Social and Family Development (or any of the three community-based Child Protection Specialist Centres (namely Big Love, Heart@Fei Yue or Safe Space) or any Family Service Centre in Singapore), police (where there are concerns with your safety), education authorities, the school's business partners and professional advisors. We might receive or share information about you from them or give information to them. We will only do so as set out in this notice. We may also use CCTV

footage of the school's premises (which may include footage of individuals on the school's grounds) to ensure the school is safe and monitor who is visiting the School.

CONTACT US IF YOU HAVE FURTHER QUESTIONS.

If you have any questions about this notice, then please speak to your teacher. Our Data Protection Officer has overall responsibility for your information and can be contacted at the following email address: DPO@Cognita.com.

HOW THE SCHOOL USES YOUR INFORMATION

We will use the information collected as is necessary to provide you with the information and services that your parents request from us (to look after you, teach you and to deal with any queries they may have). We are also required by law to take a register, keep a personal file about you, keep a record of your behaviour, your attendance and provide a written report on your progress.

We also use your information to promote the interest of our schools, ensuring the most efficient management of the school and ensuring that the school's legal obligations are adhered to. These are known as "**legitimate interests**".

Help from third parties. We rely on software applications and other technology provided by other people to handle your information. These include virtual learning environments (including the setting of tasks and homework), revision tools, parents evening booking systems, text and email messaging communications, assessments of your progress and co-ordination of school trips. The companies we use to deliver these applications are carefully chosen by us to ensure that your information is kept secure.

SENSITIVE PERSONAL DATA

When we hold details about your health and wellbeing, this information is called "sensitive personal data" which means we treat this information even more carefully. We will need to hold sensitive personal data about you (a) for carrying out our obligations in the field of social security or social protection law, (b) for identifying medical problems or provision of health care or (c) to protect your vital interests. To achieve this, we may also use software applications and other technology.

WHERE WE NEED YOUR CONSENT

We will seek your or your parent's permission if we decide to post any photographs of you on any of our marketing materials (including our prospectus or website); you may withdraw your permission should you wish.

You do not have to give us details about your race, religion or ethnicity if you do not want to. If you do, we will use this to help run the school (e.g. if your religion means that you have certain dietary requirements). You can ask us to delete this information at any time, and we will do so within a reasonable period of time from when we receive your request.

TRANSFER OF PERSONAL INFORMATION OUTSIDE THE COUNTRY

Sometimes your information will need to be transferred to, and stored, outside Singapore. We try to limit this, but it may be necessary where, e.g. one of our suppliers stores your information outside Singapore. We take all steps reasonably and legally necessary to ensure that your information is safe.

YOUR RIGHTS

- **Right to request access** to your personal information (a "subject access request" or "SAR").
- **Right to request correction** of the personal information that we hold about you.

- **Right to object to processing** of your personal information.
- **Right to request the restriction of processing** of your personal information.
- **Right to request the transfer** of your personal information to another organisation (e.g. another school).
- **Right to complain to the Personal Data Protection Commission of Singapore** about what we are doing with your information: <https://ico.org.uk/concerns/> and <https://www.pdpc.gov.sg/>.
- **Right to notice** of the purposes for which we intend to collect, use or disclose your personal data before such collection, use or disclosure unless exemptions apply.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will not keep any personal information about you for any longer than is necessary. Generally, we keep your pupil record file until you are 25 (even if you have changed school) after which it is destroyed.

We follow a personal data retention policy which determines how long we keep specific types of personal information for. For further information, please speak to your teacher.

CHANGES TO THIS PRIVACY NOTICE

We may change this notice, we will let you know if we do.

Dated 14 May 2021