

British Overseas School: Privacy Notice



Introduction

At the British Overseas School we take our responsibilities as a data controller seriously and are committed to using the personal data we hold in accordance with international best practice.

This privacy notice provides detailed information about how we process personal data. Please read it carefully and, if you have questions regarding your personal data or its use, please contact the School Data Protection Officer by email: afshan.faraz@bos-karachi.org by telephone: (0092) 21 111 267 267; or by letter: The British Overseas School, AL-7/8, 14th/15th Lane, Khayaban-e-Hilal, Phase VII, DHA, Karachi, 75500.

Data Protection Principles

BOS processes personal data in accordance with GDPR:

- It must be processed lawfully, fairly, and transparently.
- It must be collected for specified, legitimate purposes.
- It must be adequate, relevant, and limited to what is necessary.
- It must be accurate and kept up to date.
- It must not be retained longer than necessary.
- It must be kept secure.
- The school must be able to demonstrate compliance.

Types of Personal Data we Process

We process personal data about prospective, current and past: pupils and their parents; staff, suppliers and contractors; donors, friends and supporters; and other individuals connected to or visiting the School.

The personal data we process takes different forms – it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual. Examples include:

- names, addresses, telephone numbers, e-mail addresses and other contact details;

- family details;
- admissions, academic, disciplinary and other education related records, information about special educational needs, references, examination scripts and marks;
- education and employment data;
- images, audio and video recordings;
- financial information (eg for bursary assessment or for fund-raising);
- courses, meetings or events attended.

As a school, we may need to process special category personal data (eg concerning health) and criminal records information about some individuals (particularly pupils and staff). We do so in accordance with international best practice (including with respect to safeguarding or employment) or by explicit consent.

Collecting, Handling and Sharing Personal Data

We collect most of the personal data we process directly from the individual concerned (or in the case of pupils, from their parents). In some cases, we collect data from third parties (for example, referees, previous schools, employment agencies, or professionals or authorities working with the individual) or from publicly available resources.

Personal data held by us is processed by appropriate members of staff for the purposes for which the data was provided. We take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to school systems.

In the course of school business, we may share personal data (including special category personal data where appropriate) with third parties such as the school's professional advisors and relevant governmental authorities.

Some of our systems are provided by third parties, for example, hosted databases, school website, and cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions.

We may share personal data about former students with the school's alumni association or the parent-teacher association. We do not otherwise share or sell personal data to other organisations for their own purposes.

Purposes for which we Process Personal Data

We process personal data to support the School's operation as an independent school for boys and girls, and in particular for:

- The selection and admission of pupils;
- The provision of education to pupils including the administration of the school curriculum and timetable; monitoring pupil progress and educational needs; reporting on the same internally and to parents; administration of pupils' entries to public examinations, reporting upon and publishing the results; providing references for pupils (including after a pupil has left);
- The provision of educational support and related services to pupils (and parents) including the maintenance of discipline; administration of sports fixtures and teams, school trips; provision of the school's IT and communications system all in accordance with our IT policies;
- The safeguarding of pupils' welfare and provision of pastoral care, welfare, health care services by school staff;
- The research into and development of effective teaching and learning methods and best practice;
- Compliance with accreditation and regulation requirements including the preparation of information for inspections for British Schools Overseas accreditation;
- Operational management including the compilation of pupil records; the administration of invoices, fees and accounts; the management of the School's property; the management of security and safety arrangements (including the use of CCTV in accordance with our CCTV Policies and monitoring of the school's IT and communications systems in accordance with our Acceptable Use Policy); management planning and forecasting; research and statistical analysis; the administration and implementation of the School's rules and policies for pupils and staff; the maintenance of historic archives and other operational purposes;
- Staff administration including the recruitment of staff/ engagement of contractors (including compliance with safeguarding procedures); administration of payroll and sick leave; review and appraisal of staff performance; conduct of any grievance, capability or disciplinary procedures; and the maintenance of appropriate human resources records for current and former staff; and providing references;
- The promotion of the School through its own website, a prospectus and other publications and communications (including through our social media channels); and

- Maintaining relationships with BOS alumni and the wider school community by communicating with the body of current and former pupils and/or their parents or guardians and organising events.

The processing set out above is carried out to fulfil our professional obligations (including those under our parent contract and staff employment contracts). We also expect these purposes to form our legitimate interests.

Fund-raising and Keeping in Touch

The School, and its associated bodies, such as the Parent-Teacher Association and the Alumni Association, fundraise from individuals, companies and foundations who want to support our charitable purposes and do so in accordance with the Fundraising Code of Practice.

We do not use third-party profiling companies but we may analyse publicly available data about potential donors to create a profile of interests and preferences so that we can make appropriate requests.

We keep in touch with former BOS pupils, current or former parents or other members of the school community. We will use your contact details to keep you updated about our activities and invite you to events of interest by email and by post.

We ask you to let us know your data preferences so that we can ensure our communications are relevant to you. You can update your data preferences at any time by emailing us. Your data preferences will not affect our contact with you as a current parent or student.

How Long we Keep Personal Data

We retain personal data only for a legitimate reason and only for so long as necessary or required by international best practice.

Your Rights

You have various rights to access and understand the personal data we hold about you, and in some cases to ask for it to be erased or amended or for us to stop processing it, but subject to certain exemptions and limitations. You have the right to:

- Be informed about how it is used
- Access the information we hold

- Request correction of inaccurate data
- Request deletion in certain circumstances
- Restrict processing
- Object to particular uses
- Request portability of certain data

You always have the right to withdraw consent, where given, or otherwise object to receiving generic or fundraising communications. Please be aware however that the school may have another legitimate reason to process the personal data in question even without your consent. That reason will usually have been asserted under this Privacy Notice, or may exist under some form of contract or agreement with the individual (e.g. an employment or parent contract, or because of a purchase of goods, services).

If you would like to access or amend your personal data, or would like it to be transferred to another person or organisation, or have some other objection to how your personal data is used, please make your request in writing to the School Data Protection Officer. We will respond to any such written requests as soon as is reasonably practicable, and in any event within one month. We will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, we may ask you to reconsider or charge a proportionate fee.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege. We are also not required to disclose any pupil examination scripts, nor any confidential reference given by the school for the purposes of the education, training or employment of any individual.

Pupil Data

The rights to data belong to the individual to whom the data relates. However, we will often rely on parental consent to process personal data relating to pupils (if consent is required) unless, given the nature of the processing in question, and the pupil's age and understanding, it is more appropriate to rely on the pupil's consent.

Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights by international best practice or under their contract, and all the circumstances.

In general, we will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, for example, for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare, unless, in the school's opinion, there is a good reason to do otherwise.

However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, we may be under an obligation to maintain confidentiality unless, in our opinion, there is a good reason to do otherwise; for example where the school believes disclosure will be in the best interests of the pupil or other pupils, or is required by international best practice.

Pupils can make access requests for their own personal data, provided that they have sufficient maturity to understand the request they are making, which is likely to apply to pupils in Key Stage 4. A person with parental responsibility will generally be entitled to make an access request on behalf of pupils, but the information in question is always considered to be the child's. A pupil of any age may ask a parent or other representative to make an access request on their behalf. Moreover (if of sufficient maturity) their consent or authority may need to be sought by the parent making such a request.

Change of Details

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 admin@bos-karachi.org of any significant changes to important information, such as contact details, held about you.

This Policy

Our privacy notice should be read in conjunction with our other policies and terms and conditions which make reference to personal data, including our Parent Contract, our Safeguarding Policy, Health & Safety Policies, Acceptable Use Policies, IT Policies, Social Media Policy and Photography Policy.

We will update this Privacy Notice from time to time. Any substantial changes that affect how we process your personal data will be notified on our website and to you directly, as far as practicable.

If you believe that we have not complied with this policy or have acted otherwise than in accordance with international best practice, you should notify the Data Protection Officer.

December 2023