DATA PROTECTION POLICY OVERVIEW &PURPOSE

The Bloomington Academy, Ajman responsible for deciding how we hold and use personal information about you.

This policy explains the general principles that will be used by The Bloomington Academy in processing data and how you can complain if you feel that we have used your data incorrectly. This explain, for specific types of data, how and why personal data will be used and how long it will usually be retained for.

DATA PROTECTION

We will comply with data protection law and principles, which means that your data will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes and not used in any way that is incompatible with those purposes.

GENERAL STATEMENT

1. The school is committed to maintaining these principles and will therefore:
2. Inform individuals why the information is being collected when it is collected
3. Inform individuals when their information is shared, and why and with whom it was shared
4. Check the quality and accuracy of the information it holds
5. Ensure the information is not retained for longer than necessary
6. Ensure that when obsolete information is destroyed that it is done so appropriately and securely
7. Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and un authorized disclosure, irrespective of the format in which it is recorded

1. **Share** information with others only when it is legally appropriate to do so. Set out procedures to ensure compliance with subject access requests Ensure our staff are aware of and understand our policies and procedures.

COMMUNICATION

If you have any enquiries regarding this policy, please contact

esafe@thebloomingtonacademy.com

it@thebloomingtonacademy.com

PRIVACY NOTICE

In connection with your admissions enquiry with us, we will collect, store, and use the following categories of personal information about you

PERSONAL INFORMATION CATEGORY

1. For parents or guardians: the information provided on admissions enquiry form, including name, title, address, telephone numbers, personal email address, and any information provide on the means testing form, including personal financial information and any other information provided voluntarily.
2. For prospective pupils: date of birth, gender, education history and photographs from prospective student events.
3. For both parents/guardians and prospective pupils, any information provided during an interview.
4. Information about health, including any medical condition, health and sickness records. Information about any special educational needs.
5. Any contact information you have provided, including name, title, address, telephone numbers, personal email address, contact preferences.
6. Any other information including the company where work for, interests, the people connected with you (including friends and family) and the events attended.
7. Other information in the public domain, for example information from articles in the press, company's website and on social media.
8. Applying to be a new member of staff by sending CV or Applying through website.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about prospective pupils from the following sources:

1. from Child Admission Application

2. from Website POP UP Enquiries.

3. Admission Enquiries from Various Marketing Strategies.

4.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.

5. Information that provides to us during the course of child's education.

USAGE OF INFORMATION

1. Assess the prospective pupil's suitability for attendance at the school.
2. Communicate with the parents or guardians about the admissions process.
3. Keep records related to admissions processes. Comply with legal or regulatory requirements.
4. To register and respond to application and career or enrolment queries.
5. To respond to, or follow up on, comments and questions, and otherwise provide customer service.
6. To operate and improve the Site, services, and functionality and tailor your experience on the Site, including search results and displaying relevant promotions.
7. To send relevant news if you have signed up to receive it
8. To protect, investigate and deter against fraudulent, unauthorized, or illegal activity, including as we feel is necessary to protect our interest.
9. For school promotions.
10. To notify you about changes to services

DATA SECURITY

Place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed.

In addition, limit access to your personal information to those employees who have a business need-to- know. They **will** only process your personal information on instructions, and they are subject to a duty of confidentiality.

Details of these measures may be obtained from the Heads of Marketing and Admissions.

DATA RETENTION

1. Retain personal information for a period of six years after your child has passed school age.
2. Retain personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against applicants on prohibited grounds and that we have conducted the admissions exercise in a fair and transparent way.
3. After this period, personal information will securely destroy.
4. If wish to retain personal information on file, on the basis that a further opportunity may arise in future and may wish to consider for that, will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

1. Under certain circumstances, by law have the right to request access to your personal information. This enables to receive a copy of the personal information we hold about and to check that we are lawfully processing it.
2. Request correction of the personal information to enable to have any incomplete or inaccurate information we hold about you corrected.
3. Request erasure of personal information. This enables to ask to delete or remove personal information where there is no good reason for continuing to process it.
4. Also have the right to ask to delete or remove personal information where exercised your right to object to processing.
5. Object to processing of personal information where we are relying on a legitimate interest (or those of a third party) and there is something about situation which makes want to object to processing on this ground.
6. Stakeholder also have the right to object where we are processing personal information for direct marketing purposes.
7. Request the restriction of processing of your personal information. This enables to ask us to suspend the processing of personal information, for example if anyone want us to establish its accuracy or the reason for processing it.

WITHDRAWING CONSENT

1) When signed the parental contract, provided consent to us processing personal information for the purposes of us fulfilling our obligations under that contract.

2) The right to withdraw consent for processing for that purpose at any time, although that will have an impact on our ability to provide education and is likely to result in the withdrawal of child from the school.

3) The right to withdraw consent once

To withdraw consent, please contact the Head of School. Once received notification that have withdrawn consent, we will discuss the implications of this.

Online security leader oversees compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the

esafe@thebloomingtonacademy.com

or

it@thebloomingtonacademy.com

Read, Understood and Received   **Issued By**

Signature   **Signature**