

## Privacy Policy

The British School, under the aegis of 'The British School Society' ("**the School**"), aims to ensure that all personal data and information collected in relation to the School operations, is stored, processed and deleted in accordance with the laws and regulations applicable to the School. The School believes that the protection of personal data is critical to maintain a secure environment.

### Information collected:

The School only collects personal information that is reasonably required for providing its services and carrying out its functions. Such information may be collected *inter alia* through any application / account-creation forms, which you may opt to fill up on the School's official website or mobile application. In particular, the School may collect the following types of personal information:

- name, address, nationality, contact details, including email and contact number and employment/ professional details;
- information that one would usually include in a resume, including name, contact details including e-mail address and mobile number, work experience, educational qualifications, data relating to your current and past remuneration or salary, a copy of your resume, etc. in case of a job applicant or an employee;
- details of pupils, parents / guardians and other members of pupils' families, governors, suppliers and other individuals that we communicate with, including name, residential address, email address, contact number, nationality, age, past and present educational records, qualification records, etc., when you apply for admission.

In addition to above, the School may also collect, with consent, such personal information which may constitute as sensitive personal data or information ('SPDI') such as the following:

- biometric data;
- passwords for accounts created on websites and /or mobile applications maintained by the School;
- medical and health related information;
- financial records and financial information such as bank account details, etc.

The term "personal information" used herein, includes reference to SPDI as well.

At any time while availing the services provided by the School, you will have the option to withdraw your consent to the use/disclosure/retention of such SPDI, provided that the same is communicated to the School in writing. In such an event, the School will be entitled to immediately terminate the services offered and/or your access to the website/ mobile applications, as the case maybe.

### Processing of Personal Information:

The School will only use your personal information in a fair and reasonable manner, and where it has a lawful reason to do so. The School's use of your personal data depends on the purpose for which you interact with the School. The School may use or process personal information for the following purposes:

- for providing the services requested, including providing job/admission and to contact you in relation to the same and when otherwise necessary;
- for enabling school council to fulfil its objectives and functions, including for assessing applicants' job application / admission application;
- for departmental research or school statistics purposes;
- for compliance with internal policies of the School.

### Disclosure of Personal Information:

The School restricts access to your personal information only to such employees and representatives who it reasonably believes need that information to fulfil their duties/ to provide the services sought. The School will not disclose, transfer or share your personal information with any third parties, other than with:

- third parties to perform functions and provide services to the School, including, website hosting and maintenance, database storage and management, payment transaction services, etc. We will share your personal information with these third parties, but only to the extent necessary to perform their functions and for providing their services.
- our affiliates to the extent required for our internal business and/or administrative purposes and/or general operations and for provision of services;
- government agencies in limited circumstances, including when complying with legal process, for verification of identity, or for preventing, detecting, investigating and for prosecution and punishment of incidents including but not limited to cyber incidents, fraud or imminent harm, and ensuring the security of our network and services;
- to establish or respond to a legal claim against the School;
- courts, tribunals and other authorities pursuant to orders issued by them or pursuant to mandate under law.

### Storage of personal information:

The personal information collected by the School will reside on the School's servers and/or on the services of third party vendors including Windows and Linux.

### Security Practices:

The School has implemented appropriate security practices and procedures designed to protect personal information from accidental or unlawful destruction, loss, damage, alteration, unauthorised disclosure, unauthorised access, unauthorised use, etc. in accordance with applicable law.

Please ensure that any personal information is shared with the School in a secure manner.

Access and Accuracy:

The information provider has a right to review, update and correct their personal information that the School holds. Should the information provider need to update or correct any Personal Information provided by them, please contact us at the following e-mail address [thebritishschool@british-school.org](mailto:thebritishschool@british-school.org) and the School will make reasonable efforts to incorporate the changes in your personal information that we hold as soon as.

Unsolicited Information:

The School may receive personal information about persons that it has not actively sought to collect. If permitted or required by law, the School may keep records of this information. If not, the School will destroy or de-identify the information when practicable, lawful and reasonable to do so.

Grievances and Complaints:

Any grievances or complaints in relation to the processing of any personal information by the School, may be addressed to the School's Grievance Officer Mr Satender Pal at the following email address: [grievanceofficer@british-school.org](mailto:grievanceofficer@british-school.org)