



ST. ANDREWS INTERNATIONAL SCHOOL PRIVACY NOTICE FOR PUPILS

INTRODUCTION

We comply by law to look after the data we hold about you; this notice tells you how we do this. When we say “**we**”, this means ST. Andrews International School (Dusit-Green Valley-Sathorn-Sukhumvit 107)

Personal Data means any data relating to a Person, which enables the identification of such Person, whether directly or in directly.

Please make sure you read this privacy notice carefully. This notice is a short from version of full notice. If you would like more information, please download form our website.

WHAT PERSONAL DATA 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 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);
- Your race religion, ethnicity and nationality

DATA WE RECEIVE FROM, AND SHARE WITH, other PEOPLE OR COMPANIES

We will share your data with your parents if you are not Thai or a Thai permanent resident, we may have to provide data about you to the Immigration and Ministry of Foreign Affair.

We may work with other institutions such as your previous or new school, school nurses or doctors, school photographers, local authorities, education authorities, the school’s business partners and professional advisors. We might receive or share data about you from them or give data 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. If you have any questions about this notice then please speak to your teacher. Our Data Compliance has overall responsibility for your data and can be contacted at the following email address ITES-Thailand-DPO@standrews-schools.com

HOW THE SCHOOL USES YOUR DATA

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

We also use your data 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. There are known as “**legitimate interests**”



Help from third parties. We rely on software applications and other technology provided by other people to handle your data. 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 racial, ethnic origin, health data, disability, genetic data, biometric data or of any data which may affect you in the same manner, this data is called “**sensitive personal data**” which means we treat this data even more carefully. We will need to hold sensitive personal data about you (a) for carrying out our obligations in the field of applicable 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 data at any time, we will do so within a reasonable period of time from when we receive your request.

TRANSFER OF PERSONAL DATA OUTSIDE THE COUNTRY

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

YOUR RIGHTS

- **Right to request access** to your personal data (a “subject access request” or “SAR”).
- **Right to request correction** of the personal data that we hold about you.
- **Right to object to processing** of your personal data
- **Right to request the restriction of processing** of your personal data
- **Right to request the transfer** of your personal data to another organisation (e.g., another school)
- **Right to complain to the Personal Data Protection Commission (“PDPC”)** about what we are doing with your data <https://www.pdpc.or.th/>
- **Right to notice** of the purposes for which we intend to collect, use or disclose your personal data before such collection, use or disclose unless exemptions apply.



St. Andrews
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Sathorn

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E: sathorn@standrews-schools.com

W: www.standrews-schools.com

HOW LONG WE KEEP YOUR PERSONAL DATA

We will not keep any personal data 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 data for. For further, please speak to your Data Compliance.

CHANGES TO THIS PRIVACY NOTICE

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