



## **Ascot Privacy Notice for School Students and Parents**

### **Introduction**

This Privacy Notice describes how Ascot school gathers and processes personal data relating to parents and students at Ascot International school in its role as a 'data controller' under Thailand's Personal Data Protection Act of 2019.

The processing of personal information by the school is predominantly for statutory provision of education in a safe environment. The processing assists in the provision of the student's education and in the safeguarding and welfare of that child.

### **What information is processed**

The categories of student and parent data collected and processed include:

- Records of student personal information such as; name, gender, address, age, date of birth, siblings, title, year and term of enrollment, nationality, languages spoken
- Records of parent personal information such as; name, address, title, nationality, languages spoken
- Academic, attendance, behavioural, SEN, personal data transferred from previous school(s).
- Official headshot/passport style photograph.
- Dates of attendance, courses of study and outcome of studies, external examinations, awards, scholarships and prizes conferred.
- Information about health, dietary requirements and/or disabilities, and records of decisions we make taking that information into account.
- Information regarding sexual behaviour, sexual history and/or sexuality.
- Records of student academic and behavioural performance. Attendance, conduct and rewards given.
- Passport and visa records for overseas trips and events.
- Parental contact details such as email, address, phone number, place of work and emergency contact details.
- Library access and book records, overdue book records, records of library cards and library fines. Library access and book records, overdue book records, records of library cards and library fines.
- Records of any decisions to change from courses or suspend studies.
- Student information that appears in marketing and online/social media materials, such as photographs of students and quotations about their experience, records of any students that participate in activities.
- Records of consultations and any medical treatment or advice given by the nurse or external health provider.
- Special educational needs of the student, behavioural issues, diagnosis and history.
- Child protection information. Including disclosures of alleged abuse, harassment, bullying, maltreatment.
- Student personal computer files, contacts, web history, Email account.
- Financial records including payment history, instalment payment information
- Fees / Scholarship / Bursary agreements

## **What is the information used for**

The data is used to:

- Keep students safe
- Meet the school's legal duties
- Monitor and report on student progress
- Support student learning
- Provide pastoral care and support
- Assess the quality of the school's teaching and learning
- Meet statutory requirements for the sharing of student data
- Meet contractual obligations

## **What is the legal basis for the processing**

The school processes student and parent data to meet the statutory obligation to provide education to the student in a safe environment. The legal basis for processing parent and student data is detailed below:

**Legal Obligation** – School admission, sharing data with the Local Authority, special educational needs and keeping children safe in education.

**Public Task** – Sharing of data with other schools in support of education and transition, monitoring of attendance and behaviour, use of online learning applications and tools to support the administration of the school and the learning of students, use of CCTV to protect parents and students.

**Legitimate Interest** – Such as contact with parents to provide important information, the gathering of financial information to process tuition fees and provide appropriate catering and activities.

**Contract Basis** - Where the processing is necessary for the performance of the contract to which the data subject is a party i.e between the school and parents.

**Vital Interest** - To prevent / suppress dangers to a student's life, body or health.

**Consent** – Where another legal basis is not already in place, such as school photographs, video and audio recordings, healthcare plans and the external sharing of personal information. Consent is gathered from parents and students and can be withdrawn at any time.

## **How long is data held**

Student and parent data is held in accordance with the school's Data Retention Policy. Student data is often transferred with the child to their new school, but in some instances (such as accident reports) information may be held longer when a legal basis is present. The Data Retention Policy identifies how long data is held by the school for all processing activities.

## Who is the information shared with

Student data is shared with:

- The next school that the student joins, for the on-going continuity of education
- Saphan Sung district office, for the monitoring and improvement of student health.
- The Ministry of Education (MOE) and the Office of the Basic Education Commission (OPEC), for the evaluation of educational attainment, and policy development at a National level
- The School Nurse, for the monitoring of student health
- Catering provider, for the provision of meals with attention to the dietary needs of our students
- The providers of educational software and student information system services, for the support and improvement of educational standards
- Parental communication tools
- Police, Social Services and other appropriate professional/governmental groups

## How can I access my data

The Personal Data Protection act gives individuals 8 specific rights, which include the right to access their data. The school has a Data Subject Access Request process in place that it will use to support parents and students to access their information. To make a request for your personal information or to exercise any of your individual rights, please contact the school office.

The other rights allow parents (in some instances) to:

- Be informed about the data being held.
- To withdraw consent.
- To rectify or change your information.
- To object to the collection and processing of your personal data.
- To restrict processing of your information.
- To transfer your personal data to another school or institution
- To be forgotten and removed from our systems

If a student or parent has a concern about the collection or processing of their personal data they should contact the Data Protection Officer in the first instance.

## Data Protection Officer

The school's Data Protection Officer is David Hopkinson  
[hopkinson@ascot.ac.th](mailto:hopkinson@ascot.ac.th) 092 316 5335