



Privacy Notice

Introduction

This notice is to help you understand how and why we collect personal information and what we do with that information. It also explains the decisions that you can make about your own information.

If you have any questions about this notice please contact the RAS Data Protection Officer.

What is personal information?

Personal information is information that identifies you as an individual and relates to you.

This includes your demographic information, academic records, financial information, CCTV, photos and video recordings.

How does the school collect personal information?

We set out examples below of the different ways in which we use personal information and where this personal information comes from. The School's primary reason for using your personal information is to provide educational services to your child.

- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We use CCTV to make sure the school site and buses are safe. CCTV is not used in private areas such as bathrooms.
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to show current, former, and prospective parents and students what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- We may send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place.
- We may use anonymized information about you if we need this for historical research purposes or for statistical purposes.
- We will process financial information about you in relation to the payment of fees.
- We will share academic records with schools or universities at your request.

Why is your personal information used?

This section outlines some of the reasons why the School uses your personal information.

Legitimate interests

The School relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the School. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school fees are due;
- Facilitating the efficient operation of the School; and
- Ensuring that all relevant legal obligations of the School are complied with.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the Data Protection Officer.

Necessary for a contract

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation

We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed.

Public interest

The School considers that it is acting in the public interest when providing education. The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, and health information.

Substantial public interest:

The processing is necessary for reasons of substantial public interest.

Vital interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes:

This includes medical treatment and the management of healthcare services.

Consent

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Data Protection Officer if you would like to withdraw any consent given.

What data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information – e.g. names, student number and addresses
- Characteristics – e.g. ethnicity, language, nationality and country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. MAP data and report cards
- Relevant medical information
- Behavioural information – e.g. number of disciplinary referrals

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Sending information to other countries

We may send your information to other countries where:

- we store information on computer servers based overseas; or
- we communicate with you or your child when you are overseas (for example, during the summer holidays if you live in a different country).
- we forward academic and behavioural records to other schools at your request.

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:

http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as our normal standards.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate your child. We will keep some information after your child has left the School.

Student Files

Complete student files are kept for two years after a student withdraws from RAS. After that point only year end reports and transcripts are saved. These records are kept indefinitely as hard copies in a secure and locked location .

Financial Records

All financial records are held for ten years as per Moroccan law. Hard copies are kept in a secure and locked location.

Legal Dispute

In the event of a legal dispute all records are maintained until the case is settled.

What decisions can you make about your information?

Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy;
- you can ask us to delete the information that we hold about you in certain circumstances. However, in all cases RAS will abide by Moroccan law;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;

The Data Protection Officer can give you more information about your data protection rights.

Further information and guidance

The Data Protection Officer at RAS is Jason Faulkenberry, the Director of Educational Technology. The Data Protection Officer is the person responsible at our school for managing how we look after personal information and deciding how it is shared. Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

This notice is to explain how we use your personal information. The Data Protection Officer can answer any questions which you may have.

Please speak to the RAS Admissions Officer if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes when you complete the media consent form; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information you can contact the RAS Director.