



The British International School of Jeddah is the Data Controller responsible for the processing of personal data collected. For any enquiries about this Privacy Notice or your personal data, you can contact us at:

### **School Contact Information:**

- Email: [bisj.dataprotection@conti.sch.sa](mailto:bisj.dataprotection@conti.sch.sa)
- Phone: +966 12 283 4600
- Address: 6628 4837 Ihsan Abbas, Al Mohammadiyyah, Jeddah 23617

### **Data Protection Officer:**

Our data protection officer is Mr. Andrew Berry and they can be contacted at:  
[bisj.dataprotection@conti.sch.sa](mailto:bisj.dataprotection@conti.sch.sa)

## **2. Personal Data We Collect**

We may collect and process the following categories of personal data:

- **Student Information:** Name, date of birth, nationality, student ID, educational records, health information (if required for safeguarding or academic purposes).
- **Parent/Guardian Information:** Name, contact details, relationship to the student, identification documents.
- **Staff Information:** Name, contact details, employment records, and other necessary data for employment purposes.50%75
- **Visitors' Information:** Name, contact details, and purpose of visit.
- **Website Usage Data:** Information about your interactions with our website, including cookies and IP addresses.

We also collect more sensitive information such as financial details, health information, religious beliefs and other information that requires heightened protection.

We will only continue to use your data, if we have a legal basis for doing so.

## **3. Purpose of Data Collection**

We collect and process personal data for the following purposes:

- Provide educational services and meet our contractual obligations.
- Provide extracurricular activities, trips and other engagements.
- Help students to progress to and from other schools, educational institutions, employment or occupations.



- Communicate effectively with parents, guardians, and staff.
- Ensure the safety and wellbeing of students and staff.
- Comply with legal and regulatory requirements.
- Manage admissions, billing, and administrative functions.
- Improve and personalise our services, including the use of our website.

#### **4. Legal Basis for Processing**

We process personal data based on the following legal grounds:

- Consent (where required).
- Performance of a contract (e.g., enrolment agreements).
- Compliance with legal obligations.
- Legitimate interests, where applicable, such as ensuring school safety and operational efficiency.
- Vital interests, where processing of data is necessary to safeguard the wellbeing of students, staff and visitors.

#### **5. Sharing of Personal Data**

We may share personal data with:

- Regulatory authorities as required by law.
- Third-party service providers who support school operations (e.g., IT service providers, transport services).
- Other entities as required by the PDPL or other applicable laws.

All data sharing is conducted securely and in compliance with PDPL requirements.

#### **6. Data Security**

We have a specialist team managing data and network security. We implement appropriate technical and organizational measures to safeguard personal data against unauthorized access, loss, or misuse. These measures will be reviewed and updated as necessary to maintain data security.



## **7. Retention of Personal Data**

Personal data will be retained only for as long as necessary to fulfil the purposes outlined in this Privacy Notice or as required by applicable law. Once the retention period expires, data will be securely deleted or anonymised.

## **8. Rights of Data Subjects**

Under the PDPL, individuals have the following rights:

- The right to access and obtain a copy of personal data.
- The right to request correction of inaccurate or incomplete data.
- The right to request deletion of personal data, subject to legal requirements.
- The right to withdraw consent, where consent is the basis for processing.
- The right to lodge a complaint with the relevant supervisory authority.

To exercise these rights, please contact us using the details provided above. Please note that these rights are not absolute – we will assess each request and comply as far as the law enables us to.

## **9. Cookie Information**

We use cookies to:

- Ensure our website functions correctly.
- Improve your browsing experience by remembering your preferences.
- Analyse website traffic to understand how visitors interact with our site and improve our services.

### **Types of Cookies We Use**

We only use the following types of cookies:

- **Strictly Necessary Cookies** – Essential for core website functionality, such as security, accessibility, and session management. These cookies do not require user consent.
- **Analytics Cookies** – Help us understand how visitors use our website by collecting data such as page visits, time spent on the site, and navigation paths. This information is primarily aggregated and anonymised, but some analytics tools may process limited technical data, such as IP addresses or device information, to generate usage reports.



## Do We Collect Personal Data Through Cookies?

Most data collected through our cookies is anonymised or aggregated. However, certain analytics cookies may process limited technical data, such as IP addresses or device information, to help us understand website traffic and improve performance. This data is not used to identify individuals directly and is processed in accordance with our Privacy Policy.

## Managing Your Cookie Preferences

You have full control over how cookies are used. You can:

Change your browser settings – Most web browsers allow you to block or delete cookies. Find out more about cookies – Visit [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk) for guidance on managing cookies in different browsers.

## 10. Questions or Concerns

If you have any questions about this Privacy Notice or the handling of your personal data, please contact our Data Protection Officer at [bisj.dataprotection@conti.sch.sa](mailto:bisj.dataprotection@conti.sch.sa)

Thank you for your trust in The British International School of Jeddah.