

DATA PROTECTION INFORMATION NOTES

1. The School holds information about you and your child including exam results, parent and guardian contact details and financial information and details of medical conditions. This information is kept electronically on the School's information management system or manually in indexed filing systems, duly protected.
2. These notes refer to the "processing" of information. Data processing consists of any and all operations performed on an individual's data, including but not limited to collecting, receiving, reproducing, extracting and storing this information.
3. The School processes information about your child for the finds of safeguarding and promoting the welfare of your child, promoting the objects and interests of the School, facilitating the efficient operation of the School and ensuring compliance with all legal obligations of the School. Only with the express consent of the parents contained in the Registration and Health form, relevant health data of the Pupils can be processed or the image of the Pupils for marketing or promotional purposes. You may withdraw your consent at any time without retroactive effect.
4. The School may process different types of information about your child for the above purposes. Such information may include:
 - Medical histories and information, including details of illnesses, allergies or other medical conditions suffered by your child.
 - Personal details, such as address, date of birth and next of kin.
 - Information about your child's performance at the School, including discipline record, School reports and examination reports.
 - Financial information including information about the payment of fees at this School.
 - Information about your child's behaviour contained in the school counsellor's file.
 - Your child's image for promotional purposes, provided we have your consent.
5. Where it is considered necessary for the performance of any processing to be carried out by the School, we may share with third parties certain information, always obtaining their prior consent, and complying with the duty to inform about: the recipient of the data, purpose, data to be disclosed and the rights they are entitled to.
6. If the School enters a separate arrangement for the payment of fees, identity verification in respect of a credit application assessment, we may search the files of any authorized credit reference agency who will have a record of that search and details of your application. Other organizations that conduct searches on you will see this record. Failure to provide information may be grounds for refusal of credit.
7. We also inform you that you have the rights of Access, Correction, Limitation, Objection, Cancellation and Portability. For more information about your rights, or to exercise these rights, you can contact us free of charge by writing to protecciondatos@internationalschoolpartnership.com.

The School reserves the right to take any legal action it may be entitled to in the event of non-payment of the Fees by the established deadline, as well as in the event of non-compliance with any other obligations under this document.