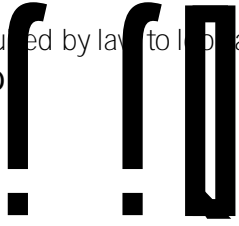


Please click one of the following options to view the policy most relevant to you.

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We are required by law to respond after the information we hold about you; this notice tells



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information 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 the School.

If you have any questions about this notice, then please speak to your teacher. Our Data Protection Officer has overall responsibility for your information and can be contacted at the following email address: DPO@Cognita.com.

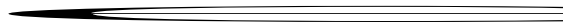
We will use the information collected as is necessary to provide you with the information and services that your parents request from us (to look after you, teach you and to deal with any queries they may have). We are also required by law to take a register, keep a personal file about you, keep a record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

We also use your information 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. These are known as " ".

We rely on software applications and other technology provided by other people to handle your information. 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.

When we hold

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

- We will provide you with access to your personal information (a "subject access request" or "SAR").
- We will provide you with a copy of the personal information that we hold about you.
- We will delete or destroy your personal information.
- We will correct your personal information.
- We will transfer your personal information to another organisation (e.g. another school).
- We will provide you with information about what we are doing with your information: <https://ico.org.uk/concerns/> and <https://www.pdpc.gov.sg/>.
- We will inform you of the purposes for which we intend to collect, use or disclose your personal data before such collection, use or disclosure unless exemptions apply.

We will not keep any personal information 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 information for. For further information, please speak to your teacher.

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

1.5 If you are reading this privacy notice online, we recommend that you print and retain a copy for future reference.

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Our website may contain
advertisers, suppliers and
note that these websites
responsibility or liability

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5.1.8 once your child has left



improve our website to ensure that content is presented in the most effective manner, and your online experience is as effective and appropriate as possible, for your computer; allow you and your child to participate in interactive features of our service, for virtual learning environments, when you choose to do so; and support our efforts to keep our website safe and secure.

We combine this information with information you give to us and information we receive from you. We may use this information and the combined information for one or more of the purposes set out above (depending on the types of information we receive). For example, we may receive a court order relating to you which impacts on our use of your child's information to protect the welfare of the child. We may also use the information we receive from your child's previous school to access your child's needs and provide appropriate educational services to them.

Medical services or health practitioners may provide us with information (particularly sensitive personal data) about your child which may need to be added to the school's protection or special educational needs file. This kind of processing of sensitive personal data may be necessary (a) for the purposes of carrying out our obligations in the field of social security or social protection law, (b) for medical diagnosis or provision of health care and/or (c) to protect the vital interests of your child or another person. In order to achieve the purposes described in paragraph 5.8, our schools may do the following:

- keep a list of your child's allergies or medical requirements within the classroom or school office in case of emergency, the information necessary for the school to have a list readily available to our staff so that

Family Service Centre in Singapore) or the police where we have reason to believe there are safeguarding concerns in respect of your child;

5.10.4 your child's new school;

5.10.5 where your child is not Singaporean or a Singapore permanent resident, we may have to provide information about you or your child to the Immigration and Checkpoints Authority of Singapore;

5.10.6 business partners, professional advisors, debt collector, suppliers and sub-contractors for the performance of any contract we enter into with them or you;

5.10.7 We credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

5.11 We may disclose your personal information to third parties if we are under a duty to disclose or share your personal information in order to comply with any legal obligation, or in order to enforce or apply our terms of use, parents' contract (between us and you) and other contracts. This includes sharing information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

5.12 We will not market our services to you (other than in accordance with paragraph 5.1.8 or 5.1.9 above) without your consent and you have the right to ask us not to use your contact details for marketing.

5.13 We will also seek your permission if we decide to post photographs of your child on any of our marketing materials.

standard equivalent to the level of protection under the PDPA, or the country we are transferring the data to is deemed by the PDPA (as the case may be) as an adequate country.

7.1 Under the GDP

8.3 We follow a personal data retention policy which determines how long we keep specific



- 1.3 For prospective parents and pupils, please also see our parent and pupil privacy notices. These are also available on our website.
- 1.4 Please read the following carefully to understand our policies and practices regarding your personal data and how we will treat it.
- 1.5 For purposes of the Personal Data Protection Act (No. 26 of 2012) of Singapore ("PDPA"), we are deemed to be an organisation to which the PDPA would apply.
- 1.6 If you are reading this privacy notice online, we recommend that you print and retain a copy for future reference.

- 2.1 You may give us personal data about you, in a number of ways; these include:
- 2.1.1 using, visiting or interacting with our website (such as filling out forms or registering on our website);
 - 2.1.2 visiting our offices or schools;
 - 2.1.3 during an interview or meeting;
 - 2.1.4 using our services, or responding with us by phone, e-mail or post; and
 - 2.1.5 sending information to us, or providing information as requested by us and/or which is necessary from time to time (for example providing your job application form, CV or business card).
- 2.2 The information you give us may include the following information about:

- 5.1.5 to enable us to receive your services;
 - 5.1.6 where you have attended one of our schools, to keep you up to date with key school news and upcoming events; and
 - 5.1.7 for business improvement purposes.
- 5.2 In order to pursue the legitimate interests referred to in

5.8 In order to pursue one of the legitimate interests set out above, we may share your personal information with:

5.8.1 Asia Regional \$

7.1.1

You have the right to have incorrect personal data about you rectified.

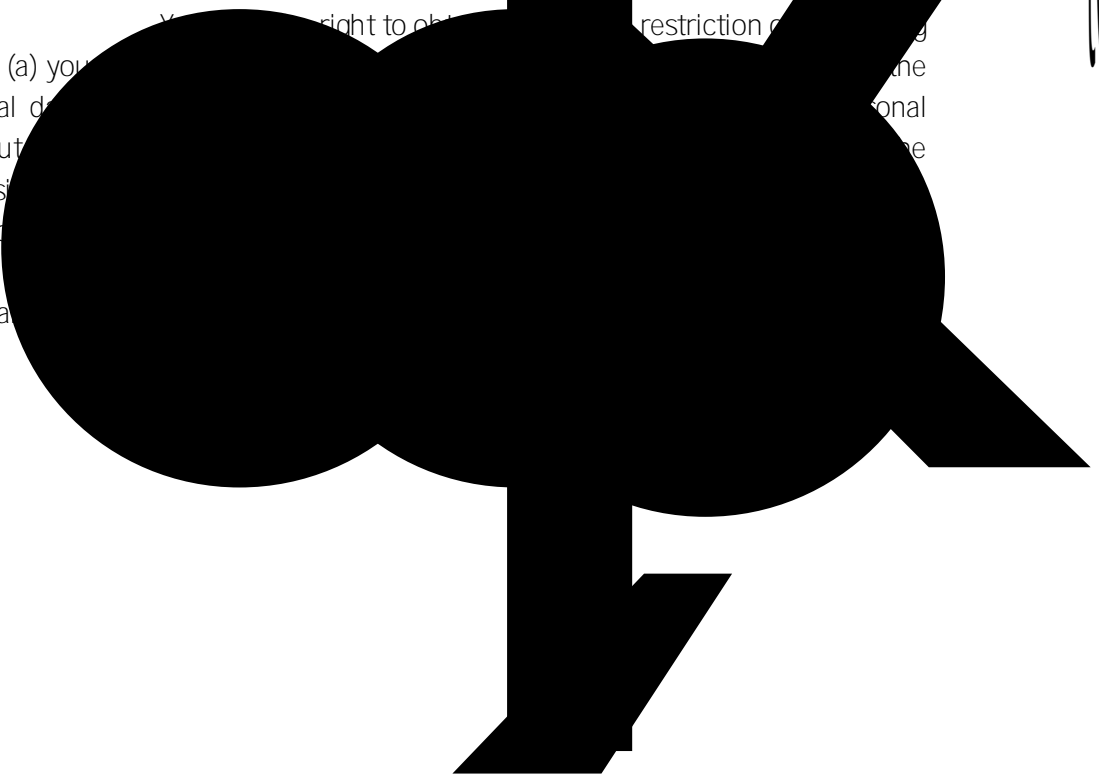
7.1.2

You have the right to obtain a restriction on the processing of your personal data where: (a) you have submitted a request for erasure of the personal data but the controller has compelling legitimate grounds for the processing of the personal data but you have the right to object to the processing.

7.1.5 for

7.1.3

personal



do our best to protect your personal data, we cannot guar



identifiers, in addition to data collected through a standard Google Analytics implementation. For more information about Google's Advertising Cookies and how you can control advertising cookies visit [Google Advertising Privacy FAQ](#) and [Google's advertising cookies](#).

3.4 These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences.

3.5 These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising around the web more relevant to you. We may also share this information with third parties for this purpose.

3.6 You can find more information about the individual cookies we use and the purposes for which we use them in the table below.

Cookie	Name	Purpose	More information
PHP Session ID	PHPSESSID	A random unique number or string of letters and numbers.	As you browse around the pages on same person requesting the webpage identify you personally and is not link
CMS Cookie	wordpress_test_cookie	We set this cookie when you navur o	

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Cookie

Name

Purpose

More info

