



Personal Data Protection Policy

Kuwait National English School, will collect and hold personal information of individuals for various purposes. This data will be protected according to International norms and regulations.

There are four general categories of personal data held by us.

1. Student information, which includes but is not limited to information supplied by students and/or parents and collected in connection with student applications, student records, former students, contacts and communications activities undertaken by us or on our behalf. Student records are kept for purposes that include corresponding with, responding to and taking follow-up actions in respect of students, contacts and communications activities.
2. Personnel information, which includes but is not limited to personal particulars, job descriptions, details of compensation and benefits, performance appraisals, references and disciplinary matters relating to our job applicants, employees and former employees. Personnel records of employees are kept for human resource management purposes, relating to such matters as employees' terms of employment, performance appraisals, monitoring compliance with applicable law and internal rules and conducting investigations in respect thereof, providing references, intra-group communications, professional development, discipline and termination.
3. Other records, which include administration and other files, containing personal data provided to us by individuals for purposes other than those connected with students, contacts, communications or employment. Other records are kept to enable us to carry out various functions and activities which vary according to the nature of the purpose for which such records are to be used, including but not limited to the administration of our school's functions and activities, seeking advice on operational matters, undertaking communications and training activities organised by us, or on our behalf, including the acquisition of services and handling of enquiries from members of the public.



4. Kuwait National English School is dedicated to the safety and protection of all its students. This includes the protection of data which may lead to the identification of individual students. We believe that Parents / Guardians should be permitted to give consent or withdraw consent to the usage of this data.

Pupils' photographs and sometimes names are used in several ways;

1. *Use in and around school, in places that might be seen by visitors*
2. *On the school website*
3. *On social media i.e. Instagram*
4. *In wider marketing materials used by the school for promotional activities.*
5. *In local newspapers celebrating events and the success of students*

We are committed to meeting internationally recognised standards of personal data privacy protection, in compliance with the requirements of applicable law. We will never disclose any personal data to any third parties without prior consent unless permitted or required by law.

A Letter will be sent to Parents / Guardians each year requesting consent to use photos. Parents have the right to withdraw consent at any time in writing and in consultation with the School Management.

Should you wish to access or correct your personal information held by us, please send your request by email to knes@knes.edu.kw.