



DCIS Personal Information Collection Policy

The personal data collected from applicants and/or their parents/guardians will be handled by our staff, kept confidential and used by Dover Court International School (Pte) Ltd (“we” or “us”) for lawful and relevant purposes including but not limited to: assessing the suitability of applicants’ admission to Dover Court International School, Singapore (the “School”); processing applications for admission; verification of the applicant’s examination results, academic records and other information; school administration and operation after admission; sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the School or third party providers; statistical and research purposes; other school related purposes; and alumni activities. If any of our communications constitute direct marketing we will separately seek your consent where required by law.

We may disclose some of the data to third parties such as agencies (including the Singapore government), service providers and contractors (whether within or outside Singapore) appointed by us to undertake some of our academic, pastoral and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless: Such disclosure is expressly provided for under this Statement; Permitted to do so by the applicant or his/her parent/guardian; and/or Permitted or required by law.

Personal data may be stored in Nord Anglia Education database systems (which may be located within or outside Singapore) and online portals and where the application is successful, such personal data will form part of the applicant’s official student records. It may also be stored in online student resources such as the global classroom.

Where such personal data is not required to be retained by law, such personal data will be destroyed with 24 months (or earlier, if required or permitted by law) following rejection of the application.


If a Parent Teacher Association (PTA) is established, we may provide such personal data to the relevant PTA for inclusion in the PTA directory and other PTA activities. If an applicant or his/her parents/guardians do not wish for such data to be included in the PTA directory, please inform us.

We may place a student’s photo, video footage, name or school work in our or our affiliates’ website, social media, marketing materials, corporate communications (including annual reports) or publications.

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student’s enrolment form where relevant.

Failure to provide the requested data may result in us being unable to process the application and may influence the outcome of the application.





All practicable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable and reasonable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

Applicants or their parents/guardians have the right to access or correct personal data held by the School. Requests for access and correction should be addressed in writing to the Principal (addressed to the School). We may levy a charge for accessing the information.

The terms of Dover Court's privacy policy can be found at:

<http://www.nordangliaeducation.com/our-schools/singapore/privacy-policy>

Dover Court International School, Singapore intends to use parent or guardian's personal data (such as name and contact details) to send information related to school/PTA activities, extra-curricular activities, products or services that are relevant to parents and students and may constitute direct marketing under data protection laws. For example, this could include (but is not limited to) information relating to extra-curricular activities and school shows, concerts or fairs. Your consent is required before we send you this information, therefore you must register online at <http://news.dovercourt.edu.sg>. If you choose not to receive this information, you or your son or daughter may miss important information related to school activities that may affect his or her participation in the school community.