PERSONAL INFORMATION COLLECTION STATEMENT

The personal data collected from applicants and/or their parents/guardians pursuant to this Application Form will be handled by our staff, kept confidential and used by British International School, Ho Chi Minh City (the "School", "we" or "us") for lawful and relevant purposes including but not limited to:

(a)   assessing the suitability of applicants' admission to the School;

(b)   processing applications for admission;

(c)   verification of the applicant's examination results, academic records and other information;

(d)   school administration and operation after admission;

(e)   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;

(f)   statistical and research purposes;

(g)   other school related purposes; and

(h)   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 Vietnamese government), service providers and contractors (whether within or outside the jurisdiction in which the School is located) 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:

(a)   Such disclosure is expressly provided for under this Statement;

(b)   Permitted to do so by the applicant or his/her parent/guardian; and/or

(c)   Permitted or required by law.

Personal data may be stored in our or our affiliates' database systems (which may be located within or outside the jurisdiction in which the School is located) and online portals and where 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 may be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

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

Inspected, approved and rated as 'Outstanding' by the British Government

www.bisvietnam.com

EARLY YEARS AND INFANT CAMPUS
101 Thao Dien Street, District 2,
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Phone: (84 28) 3636 0055
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JUNIOR CAMPUS
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SECONDARY CAMPUS
246 Nguyen Van Huong Street,
Thao Dien, District 2,
Ho Chi Minh City, Vietnam
Phone: (84 28) 3744 2335
Email: sc@bisvietnam.com

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 Application 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 and reasonable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable 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.

Requests for access and correction personal data held by the School should be addressed in writing to the Principal (addressed to the School). We may levy a charge for accessing the information.

The terms of the School's Privacy Policy can be found at **www.nordangliaeducation.com/our-schools/vietnam/ho-chi-minh-city/bis/privacy-policy**

Acknowledgment

I have read and fully understand the above contents and acknowledge that I accept these terms voluntarily and freely.

Surname   First   Middle
....
Name of student

....
Name of parent/guardian   Signature of parent/guardian

....
Date

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