

E-PRIVACY POLICY

Policy Name	Privacy Policy
Date	02-02-2021
Last reviewed on	02-02-2021
Next review due by	January 2022

This document provides information about the **E-Privacy Policy**, **that apply to your use of the School website, School SMART Parent-Portal App.** and the services within it the website & the Parent-Portal App. <https://www.alansarschool.net/>

The Al Ansar Smart Parent Portal App.is available on Google-play-store, Apple Store and on Web https://orison.school/al_ansar_login/

We, urge the Al Ansar community to take the time to read the **Privacy Policy**, which explains the rules covering your use of this website responding to your queries regarding e-rights and responsibilities.

By using the school website and/or the services within it, you'll be confirming that you have read and understood the **Privacy Policy** and that you agree to follow them. If you do not agree to these terms, you must not use our website. You are also responsible for ensuring that all individuals who access our website through your internet connection, computer and/or device are aware of these terms of use and other applicable Privacy Policies, and that they comply with them.

The **Privacy Policy** may be updated from time to time and, the most recent version will always be available on our website.

Please ensure that you check back regularly to view any changes which may have been made even if you have already read the **Privacy Policy** before. By continuing to use the Website after the **Privacy Policy** have changed, you will be confirming that you have read and understood, and agreed to be bound by, any revised **Privacy Policy**.



1. What information do we collect?

We may collect and process the following information in electronic and/or physical from you:

1.1. If you are interested in enrolling and/or registering your child into Al Ansar Int. School, the following information below may be collected from you.

- Your child's and guardian personal information such as names; title; postal address; email address; phone number; dates of birth; gender; occupation information; visa information; & Emirates-ID copy, etc.;
- You have provided on your child's application forms and during the enrollment process, information on your child's educational background, grades, and courses taken, information from references, information about your child's interests, and information from educational institutions attended previously;
- Your child's health information and background such as immunization records; health issues; health restrictions; information on disabilities; any emotional, learning, physical and other health needs; etc.
- information that you provide to us during the course of your child's education;
- marketing responses, such as child's current school, preferred curriculum, preferred location, preferred budget, preferred school;
- survey responses, such as parent satisfaction score, net promoter score, school feedback and school rating criteria, etc.;
- information about your computer, including where available the IP address of your computer/proxy server that you use to access the internet, your web browser type, type of mobile device, and computer operating system, to analyze trends among our users and to help improve our Website.

1.2. If you are applying to be a new member of staff (from website-link), the following information below may be collected from you:

- 1.2.1. Personal information such as name; title; next of kin; postal address; email address; phone number; date and country of birth; religious beliefs and practices; gender; nationality; government issued ID information; visa information; number of dependents; etc.;
- 1.2.2. information about your background such as education, qualifications and professional achievements;
- 1.2.3. information we receive from you and third parties when carrying out pre-employment checks, for example when we receive references on your behalf;
- 1.2.4. information about your computer, including where available the IP address of your computer/proxy server that you use to access the internet, your web browser type, type of mobile device, and computer operating system, to analyze trends among our users and to help improve our Website.

2. How we use the information

➤ **We use the information held about you in the following ways and for the following purposes:**

2.1 To register and respond to your application and career or enrollment queries.

2.2 To provide you with the services and functionality offered through the Website and to fulfil your requests, including, but not limited, to communicating with you about your enquiry or use of the Website, services, or functionality.

2.3 To respond to, or follow up on, your comments and questions, and otherwise provide customer service.

2.4 To operate and improve the Website, services, and functionality.

2.5 To ensure that the Website is presented in the most effective manner for you and for your computer.

2.6 To provide you with information, products or services that you request from us or which we feel may interest you, based on information we collect from cookies or where you have consented to be contacted for such purposes.

2.7 To send you relevant news if you have signed up to receive it.

2.8 To occasionally carry out surveys to ensure that we are providing you with what you are interested in.

- To perform statistical analysis.
- To comply with our policies & procedures.
- To protect, investigate and deter against fraudulent, unauthorized, or illegal activity, including as we feel is necessary to protect our interest.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in any interactive features of the Website, when you choose to do so.
- To check whether you are eligible for a competition and to contact you if you win.
- To notify you about changes to our services.
- As otherwise consented by you and as otherwise permitted by applicable law.

3. Will we share your information with anyone else?

3.1. Yes if...

3.1.1 You specifically request this, such as when you submit information to enquire about jobs or submit a job application through the Website for current or future roles.

3.1.2 You specifically request this, such as when you submit information to enquire about enrollment for your child at Al Ansar Int. School

3.1.3 We are required to do so to comply with our internal policies and procedures or the law, or with direction from the courts or other authorities.

3.1.4 We feel it is reasonably necessary to prevent illegal activity or to protect our interests, such as when someone has breached Paragraph 2 of the Privacy Policy (Use of the Website and User Code of Conduct.

3.1.5 It helps our trusted third-party service providers to provide and improve our service to you or to carry out surveys and user analysis to understand your needs and preferences. We will also share your information with mass mail service provider, who securely hosts emails or send SMS-messages, and acts as a supplier to distribute our newsletters and updates. We require these

service providers to keep your personal information safe and secure. These trusted third parties would only be permitted to use your personal information for the purposes we specify.

3.3. We won't rent or sell your details to any other organization or individual. We may share some broader statistics and customer profiling information with third parties, but we'll keep it anonymous, so you won't be identifiable from that data.

4. Where we store and process the information

4.1 The information we collect from you is partly stored on our school servers

4.2 We will retain your information for the period necessary to fulfil the purposes outlined in this Privacy Policy and as otherwise needed to comply with applicable law and internal company policies.

5. Security

5.1 We understand the importance of securing your personal information in our care. We utilize reasonable security measures that include technical, administrative and physical safeguards to secure your personal information in our care from unauthorized access, modification, disclosure or destruction.

5.2 If you provide us with personal information over the internet, you should be aware that the absolute security of the information transmitted over the internet or stored in electronic storage cannot be guaranteed to be 100% secure. While we take reasonable efforts to protect such personal information, you acknowledge that we cannot ensure or warrant the security of any personal information provided by these means and you provide it to us at your own risk.

6. Password and Confidentiality

6.1 If you are provided with a user identification code, password or any other piece of information as part of our security procedures, you are responsible for maintaining the confidentiality of your password and user name for the Website and you are responsible for all activities that are carried out under them. We do not have the means to check the identities of people using the Website and we will not be liable where your password or user name is used by someone else.

6.2 You agree to contact us immediately and inform us of any unauthorized use of your password or user name of which you become aware. We have the right to disable any user identification code or password, whether chosen by you or allocated by us, at any time, if in our opinion, you have failed to comply with any of the provisions of this Privacy Policy or the Terms and Conditions.

7. Your data protection rights

- 7.1 You have the right to ask us for copies of your information, which is free of charge in most cases.
- 7.2 You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- 7.3 You have the right to ask us to erase your information in certain circumstances.
- 7.4 You have the right to object to the processing of your information in certain circumstances.
- 7.5 You have the right to ask that we transfer the information you gave us to another organization, or to you, in certain circumstances.
- 7.6 We may request proof of your identity before we disclose such information to you. That's so we can prevent unauthorized access.
Just write to us at the contact details provided in the Contact Us section below.

8. Consent

- 8.1 By submitting information to us, you consent to our collection, storing and processing of your information in accordance with this Privacy Policy. You are entitled to request that we stop any consent-based processing of your personal information after you withdraw that consent. Please contact us at the relevant contact details in the Contact Us section below.
- 8.2 You are entitled to ask us not to process your personal information for marketing purposes. Please contact us at the relevant contact details in the Contact Us section below.
- 8.3 What about personal information relating to minors? As educators, protecting the online privacy of children is especially important to us. If you are under 21 years old, please do not provide us with your name, contact details or any other information about yourself. To find out more, please read our Terms and Conditions.

9. Information you share socially – Social Media

- 9.1 The Website may allow you to connect and share your actions, comments, content, and information publicly or with friends.
- 9.2 The Website may also allow you to connect with us on, share on, and use third-party platforms, including those on which Al Ansar Int. School has a presence on social media platforms, such as; Facebook, Twitter, Instagram, Telegram, YouTube, etc.
- 9.3 Your child's learning material is shared on the social media platform.
- 9.4 Your child's photos and videos might be shared on the social media platform for learning and to promote the learning process at Al Ansar Int. School.
- 9.5 In-case of any concerns you may immediately contact the School Authorities.
- 9.6 Please be mindful of your personal privacy needs and the privacy needs of others as you choose whom to connect with and what to share and make public. We cannot control the privacy or security of information you choose to make public or share with others.
- 9.7 Al Ansar also does not control the privacy practices of third-party platforms. Please contact those websites and services directly to learn about their privacy practices.

10. Are you protected by this policy on other websites that are not our Website?

10.1 Our Website contains links to other third-party websites and platforms. We do not have any control over them and take no responsibility for any information you give them. Other third-party websites and platforms have different privacy and security policies, which we advise you to read. Please contact those websites and services directly to learn about their privacy practices.

11. COOKIES

11.1 We use cookies to personalize content and to provide you with an improved user experience. By using this website, you consent to the deployment of cookies. You can control and manage cookies using your browser. Please note that removing or blocking cookies can impact your user experience and some functionality may no longer be available.

12. CONTACT US:

If you have any queries, comments or complaints regarding the website or the Terms and Conditions, get in touch with us.

Please contact us via the Contact Us section of this website <https://www.alansarschool.net/contactus/>

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