

GDPR Privacy Notice & Consent

GDPR is the General Data Protection Regulation, legislation passed by the European Union. GDPR maintains that data protection is a fundamental human right and the responsibility of any companies that controls and processes data to protect that right.

By this Privacy Notice a Data Controller KYIV INTERNATIONAL SCHOOL (hereinafter: "KIS"), 3A Svyatoshinsky Provulok, Kyiv, Ukraine (address), +38 044 452 2792 (93), office@kyiv.qsi.org (phone number and email of office administration) (hereinafter: "Data Controller") informs you about treating and processing your personal data (hereinafter: "Data") before you provide personal data and consent to process them to the Data Controller.

The main purpose for Kyiv International School (KIS) to use personal data is to allow the School to provide educational and support services to enrolled students. Below is an explanation of how KIS uses personal information, with whom this information might be shared, and how the school protects and accounts for the security and protection of this data.

The purposes for which KIS processes your data

KIS processes personal data for the following purposes:

- Application and Registration of students
- Administration of the Family Profile, fees, and other accounts.
- Providing educational services, such as setting up class schedules, instructional activities, and internal and external assessments.
- Assistance in the university application, personal counseling and issuance of school records.
- Supplementary services including: extracurricular activities, school trips, and QVS virtual learning school.
- Providing any necessary medical care.
- Student records and academic documentation.
- Monitoring Campus Security, including camera surveillance.
- School related communications
- Employment of qualified teachers and staff (background and reference checks)
- Developing contracts with third service providers.
- Financial and business operations (contracts, payments,

Your consent may be withdrawn at any time by sending written withdrawal to e-mail address office@kyiv.qsi.org (e-mail), without effecting the legality of processing of personal data before such withdrawal.

Other than based on your consent, some of the Data may be processed also based on the following basis:

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

- Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Processing is necessary for the purposes of the legitimate interests pursued by the Data Controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection of personal data, in particular where the data subject is a child.

Should the Data Controller have any other legal basis for processing your Data, please note that withdrawal of the consent will not take any effect.

In respect of the aforementioned purposes, your Data will be used by the following categories of users: state authorities, school and related entities, subcontractors.

Your Data may be transferred and/or third persons may be given access to your Data in the following cases:

- a) The Data Controller cooperates with specialized subcontractors who provide several services, e.g. renting servers, external accounting, IT etc. (hereinafter: "Data processors"). Those Data Processors are carefully chosen and controlled. Also, appropriate contracts are concluded between them and the Data Controller. With that in mind, your Data will be sent to or access will be enabled by:
 - QSI institution, Ljubljana, ZAVOD ZA IZOBRAŽEVANJE - QUALITY SCHOOLS INTERNATIONAL LJUBLJANA, Langusova ulica 16, 1000 Ljubljana, Slovenia
- b) The Data Controller may transfer you Data to other entities within the QSI group that have to be included in some business processes/decisions or provide certain services to the Data Controller (e.g. finance departments, statistics, regional supervisors, director etc.). With that in mind, your Data will be sent to or access will be enabled by:
 - QSI institution, Ljubljana, ZAVOD ZA IZOBRAŽEVANJE - QUALITY SCHOOLS INTERNATIONAL LJUBLJANA, Langusova ulica 16, 1000 Ljubljana, Slovenia
- c) Your Data may also be transferred (partially or entirely) to countries that are not EU state members and/or EEC and do not ensure the level of personal data protection that is common for EU and members of EEC. In such cases the Data Controller will always provide adequate protection by concluding appropriate agreements and obtaining necessary permissions and/or concluding special agreements and/or by choosing those organizations that are properly certified (e.g. Privacy Shield etc.). With that in mind, your Data will be sent to or access will be enabled:
 - Hotels, lodging for school and CEESA trips or companies that organizes school trips
- d) Should there be other appropriate legal basis for executing such transfer and/or enabling such access (e.g. public authorities, courts etc.).

Your Data will be stored and processed:

- as long as it takes for the above stated purposes to be achieved; and/or
- as long as it takes for possible claims/disputes to be finally resolved (expiration of statute of limitations or other relevant deadlines); and/or
- until the permission is withdrawn (please note that this shall apply only in cases where Data Controller has no other legal basis for processing your Data); and/or
- as long as it is determined by the law in cases when the law defines the retention period.

After expiration of due dates from the preceding paragraph, your Data will no longer be processed and will be deleted or anonymized.

You have a right: i) to request an access to your Data; ii) to request a rectification; iii) to request an erasure of personal data; iv) to request a restriction of processing; v) to object to processing; vi) to data portability; vii) to file a complaint with the supervisory authority.

You will be granted all protection and rights according to General Data Protection Regulation.

Please note that without consent to process all essential requested personal data, the Data Controller may not be able to process and/or obtain all relevant information and may therefore not be able to process your enrolment application. Such situation may result in considering the application incomplete and could result in declining your application.

Disclosure of Personal Data

KIS discloses your Personal Data only to those members of KIS, staff and collaborators, who need access to the Personal Data, mainly to ensure the provision of the educational, employment and supplementary services.

Video surveillance

KIS has a video surveillance system on the campus, in order to safeguard its students, staff, parents, and others on campus. Areas covered by a video camera or cameras on campus are identified through specific signage.

Contact point

In the situation where you may wish to obtain additional information or clarifications on the subject of processing your Personal Data, please contact KIS. Contact Details of KIS's Data Protection Committee: E-mail address: privacy@kyiv@qsi.org

GDPR Data Consent

By agreeing below, I hereby give explicit and voluntary consent to Data Controller to use the following personal data:

Mandatory consent is necessary for the school to process your application:

- name and surname of the child
- date of birth of the child
- nationality of the child and parents
- name and surname of parents
- e-mail and telephone number of parents
- information about possible health conditions that are important in respect of possible limitations, adjustments etc. in participating in school activities, school lunch etc. and obtaining visa for the child
- personal identification number, tax number of child and parents if necessary for executing official procedures (e.g. visa, working permit etc.)
- previous education of the child (schools, grades etc.)
- vaccination records
- if the Data Controller is unable to contact a parent at numbers provided in case of emergency, the name and contact information of someone willing to present parents and children
- employer of both parents (only if relevant, i.e. only if any of those employers will pay the tuition)

Additional consent is given when completing the application process by entering the data for the following items:

- address for parents
- occupation of parents
- photos and videos (photos and videos will be taken during activities, class, and events etc. for publishing on social media, webpages, year book, brochures, etc.)

Please note, if you do not give consent for the school to have this information, please do not provide this information in the application.

Consent is given for use of my personal data in accordance with the Privacy Notice, which constitutes a part of this consent, and for purposes stated in the Privacy notice, unless specific limitations are provided to KIS. Should any Data be provided to the Data Controller in the past, this consent explicitly covers and applies also to those Data.

I have read the Privacy notice and understand it fully and my consent is given voluntarily.