



WELLINGTON  
COLLEGE  
INTERNATIONAL SCHOOL BANGKOK

## Privacy Notice

This Privacy Notice will be provided to you at the time your Personal Data is being obtained, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining the School, and the School will therefore have a legitimate interest for processing basic Personal Data and sensitive Personal Data. The data the School holds will be the minimum it requires to form and maintain the Parent Contract between you and the School.

We see the provision of Personal Data as necessary to properly admit your child into the School and to administer and fulfil our obligations under the contract once your child is a student here.

The School will share your data with the following organisations who have contracts with the School and who have equalled the School's precautions and systems for dealing with data, as follows:

- Thai government departments and regulatory authorities including OPEC and the Ministry of Education
- Catering contractor
- Photographer
- Bus company
- Healthcare service provider
- IT software providers
- Insurance provider

It is not necessary for data to be shared with other countries. The exceptions to this are:

- Reference requests required to transfer to an alternative school.
- International school trips that the School organises, in respect of which you will be contacted separately for consent which will be limited in time and content.

The retention period for student data will be until the School ceases to operate as an education provider.

You have the right to withdraw your consent to data processing at any time.

We will obtain the data the School requires directly from you; should we need any additional data from other sources, we will advise you within a month.