



THE ARK JUNIOR SCHOOL

27TH September 2023.

Dear Parent/ Guardian,

Re: Compliance with the Data Protection Act

We pray and trust you are keeping well. We as a school continue to endeavor to educate your children wholesomely and express our gratitude for the support you are giving us in that regard and your confidence in us.

In keeping with our ethos of being a legally compliant institution, we would like to acknowledge possession of personal data relating to both your children and you as parents/guardians as per the requirements of the Data Protection Act, 2019.

The following data has been collected in the normal course of business.

1. Student Name
2. Student Age
3. Students' Medical information (Only where necessary) – Classified as sensitive information in the Act.
4. Students birth Certificate.
5. Students Passport photo.
6. Students email address.
7. Students' photos while undertaking various activities.
8. Parents names.
9. Parents phone numbers.
10. Parents email address.
11. Family Home location.

The data is used for:

1. Enrolling the child to the school.
2. Communication with parents regarding the child's welfare, performance, school activities, school policies, term dates, newsletters, staff changes and other notices.

3. Ensuring children with special needs, dietary or otherwise, are given the necessary care and attention.
4. Picking children up in the morning and dropping them home after school.
5. Communication with students regarding homework and online learning.
6. Social media and website updates and marketing to keep our parents and prospective parents informed on the day-to-day activities of the school and what the school offers.
7. Registration of learners with the Ministry of Education for National Assessments.

In compliance with the regulations of the Act a parent has the right to:

1. Object to the processing of all or part of their personal data.
2. Access their data that we hold.
3. Correct false or misleading data.
4. Erase the personal data.

We invite you to exercise these rights by writing to our newly appointed data protection officer Mr. Belden Kemasigi on dataprivacy@thearkjuniorschool.com Parents may request for the deletion/removal of any photos or videos on our website or social media pages by writing to us on the above email address. We promise to act promptly.

Additionally, we take this opportunity to guarantee you that we shall not share your data with third parties and do not intend to do so in the foreseeable future and in any case not without your express written authority unless we are instructed to do so by a court order in which case we must comply.

Director
The Ark Junior School