

# **Privacy Policy**

## **1. Data Controller & Activity**

**The British International School of Tabuk (BIST) is committed to protecting the personal data of students, parents, guardians, employees, and members of the school community. We process personal data responsibly and in accordance with the Personal Data Protection Law (PDPL) of the Kingdom of Saudi Arabia.**

**BIST acts as the Data Controller for the personal information that we collect, store, use, and process.**

**BIST is an independent international school dedicated to providing high-quality education from Early Years through Secondary education. Our mission is to promote academic excellence, personal development, leadership, and global citizenship within a safe, inclusive, and supportive learning environment.**

**As part of our educational services, we provide teaching and learning programmes, examinations, extracurricular activities, pastoral care, educational visits, safeguarding services, and community events. We work closely with students, families, staff members, educational authorities, and approved service providers to ensure that every student receives the best possible educational experience and support.**

## **2. Contact Details**

**British International School of Tabuk (BIST) can be contacted at:**

- Phone: +966 (14) 4411088 x 83103**
- Email: [admin@bis-tabuk.org](mailto:admin@bis-tabuk.org)**
- Postal Address: British International School of Tabuk, P.O. Box 100  
Tabuk, Kingdom of Saudi Arabia**

**If you would like more information about how your personal data is used, or if you wish to exercise any of your data protection rights, you may contact the School Administration.**

### **3. Personal Data to Be Collected**

**BIST collects different types of personal data to provide education, support student wellbeing, ensure safeguarding, and fulfil legal and regulatory obligations. Families are informed about the collection of personal data before or at the time of collection.**

#### **General Personal Data**

**This includes information required to administer the school and communicate with families:**

- Student, parent, and guardian names**
- Residential addresses**
- Telephone numbers and email addresses**
- Passport copies, National IDs, and Iqama details**
- Admission and enrolment records**
- Academic assessments, grades, and progress reports**
- Attendance records**
- Behavioural and pastoral records**
- Fee records and payment information**
- User accounts for school systems and online platforms**
- Photographs and videos taken during school activities (where consent is required)**
- CCTV recordings for safety and security purposes**

## **Sensitive Personal Data**

**This includes information requiring additional protection under the PDPL:**

- **Medical and health information**
- **Allergies, medications, vaccinations, and emergency medical details**
- **Special Educational Needs (SEN) records**
- **Safeguarding and child protection information**
- **Nationality, religion, or information required by law or regulation**
- **Biometric information, where used for identification or access control**
- **Other information considered sensitive under applicable legislation**

## **Other Data**

**BIST may also collect:**

- **Information from previous schools or educational institutions**
- **Information from educational authorities or regulatory bodies**
- **Technical information from school websites and digital platforms, including cookies, login records, and usage analytics**

## **4. How We Collect and Use Personal Data**

### **Data Collected Directly**

**Personal data may be collected directly from students, parents, or guardians through:**

- **Admission and enrolment forms**
- **School records and updates**
- **Meetings and interviews**

- **Emails and written correspondence**
- **Telephone conversations**
- **Online forms and portals**

#### **Data Collected Indirectly**

**Personal data may also be collected through:**

- **School websites and digital learning platforms**
- **Cookies and website analytics**
- **CCTV and security systems**
- **Previous schools and educational institutions**
- **Government and regulatory authorities where required**

#### **Purpose and Legal Basis for Processing**

**BIST collects and processes personal data for the following lawful purposes:**

- **Delivering education and school services**
- **Managing admissions, enrolment, and student records**
- **Producing reports and academic assessments**
- **Communicating with parents and guardians**
- **Protecting student health, safety, and welfare**
- **Supporting safeguarding and child protection responsibilities**
- **Managing school finances and fee collection**
- **Meeting legal and regulatory obligations**
- **Maintaining school security and safety measures**

**Where required, BIST will obtain consent before processing personal data for optional purposes.**

### **Images, Videos and Consent**

**BIST may seek consent for the use of student photographs and videos in school publications, promotional materials, newsletters, websites, and official social media channels.**

**Parents or guardians may choose whether to provide consent and may withdraw consent at any time.**

**Photography and filming may take place during school events, performances, assemblies, and celebrations. While the school manages consent relating to students, it may not always be practical to obtain consent from every visitor attending such events. In these circumstances, BIST relies on its legitimate interests under the PDPL.**

**Parents or guests who do not wish to appear in photographs or recordings should notify the school in advance or speak with a member of staff during the event. The school will take reasonable measures to minimise their inclusion wherever possible.**

### **Data Minimisation**

**BIST collects only the personal data necessary for the purposes described in this policy. We strive to ensure all information remains accurate, relevant, and up to date. Parents and guardians are encouraged to notify the school promptly of any changes to personal information.**

## **5. Personal Data Processing**

**Personal data is processed only for purposes directly related to education, student welfare, safeguarding, administration, communication, and the safe operation of the school.**

**Processing may include collecting, recording, storing, organising, using, sharing, updating, archiving, and securely deleting personal data.**

**All processing activities are conducted lawfully under the PDPL and are limited to what is necessary for the intended purpose.**

## **6. Data Sharing and Use of Processors**

**BIST may share personal data where necessary and lawful, including with:**

- **Ministry of Education and relevant educational authorities**
- **Noor, MADARES, and other approved educational platforms**
- **Previous or future schools attended by students**
- **Universities and examination boards**
- **Government departments and regulatory authorities**
- **Safeguarding and child protection agencies where required by law**

**BIST may also engage approved service providers to deliver services such as:**

- **Information technology support**
- **Cloud storage solutions**
- **Learning management systems**
- **Payment processing services**
- **Professional advisory services**

**All service providers are contractually required to protect personal data and comply with applicable data protection requirements.**

**Where personal data is transferred outside the Kingdom of Saudi Arabia, BIST will ensure that appropriate safeguards are implemented in accordance with PDPL requirements.**

## **7. Data Storage, Retention and Destruction**

**Personal data is stored securely either on school systems or through approved service providers.**

**Personal data is retained only for as long as necessary to fulfil educational, legal, regulatory, safeguarding, or administrative purposes.**

**CCTV recordings may be retained for a limited period before automatic deletion unless required for investigation or legal purposes.**

**When personal data is no longer required, it will be securely deleted, destroyed, or anonymised.**

## **8. Security Measures**

**BIST implements appropriate technical, organisational, and administrative safeguards to protect personal data from unauthorised access, loss, misuse, alteration, or disclosure.**

**These measures may include:**

- **Secure storage systems**
- **User authentication and access controls**
- **Password protection**
- **Encryption technologies**
- **Monitoring and auditing systems**
- **Staff training and confidentiality requirements**
- **Secure disposal of records**

## **9. Your Rights**

**Under the Saudi Personal Data Protection Law (PDPL), students, parents, and guardians may have the right to:**

- Be informed about how personal data is collected and used
- Access personal data held by the school
- Request correction of inaccurate or incomplete information
- Request deletion of personal data where legally permissible
- Withdraw consent for optional processing activities
- Submit complaints regarding the handling of personal data

Some rights may be limited where legal, safeguarding, or regulatory obligations apply.

Students will be informed, where appropriate, about how their personal data is used in a manner suitable to their age and understanding.

## **10. Complaints and Objections**

If you have concerns regarding the handling of your personal data, you should first contact the School Administration or the Data Protection Officer.

If you are not satisfied with the school's response, you may submit a complaint to the Saudi Data & AI Authority (SDAIA) through the National Data Governance Platform.

## **11. Updates**

This Privacy Policy will be reviewed periodically and updated whenever necessary to reflect legal, operational, or regulatory changes.

Any significant updates will be communicated to parents, guardians, staff, and other relevant stakeholders through official school communication channels.

**British International School of Tabuk (BIST)**  
**Kingdom of Saudi Arabia**  
**Privacy Policy – 2026**