



## Privacy Policy

King's College Doha (“**King’s**” or “**we**”) acknowledges the importance of the privacy of its pupils and their families, employees, contractors, and visitors.

This Privacy Policy sets out important information regarding King’s collection and use of personal information, the rights of the individuals whose data is collected, as well as the terms and conditions applicable to the use of our website. We will collectively refer to all of the personal information/data we collect, in whatever form, as “Personal Data”.

Because of the constantly evolving nature of the Internet, new technologies and our social and legal environment, we may be required, from time to time, to update this Privacy Policy. Any such updates or changes to this Privacy Policy will be posted on this page.

By using our website (student/parent portal), admissions portal, or otherwise providing us with your Personal Data for the provision of educational services or other social activities while enrolled in the school, you acknowledge having read the terms of this Privacy Policy and consent to its terms and to King’s collecting and processing your Personal Data accordingly.

### Scope

This Policy applies to the collection and processing of the Personal Data (as applicable) of prospective and existing pupils, their parents, King’s employees, visitors and contractors in regard to King’s.

### Your Personal Data

#### What and why?

The Personal Data we collect varies depending on the relevant transaction/service (admission application, website use, social events) and may include names, Qatari ID card and passport details, gender, relevant medical information (allergies, vaccination records, ongoing medication), photographs, videos, potentially biometric data and other identifiable information, together with any other information we may require to process your request, provide the relevant service and/or generally ensure the proper administration of the school. This Personal Data may relate to the

student, their parents, King's employees, visitors, contractors and/or others in relation to King's. We may collect your Personal Data for the following (non-comprehensive) purposes:

- Evaluating your eligibility for admission;
- Assessing/appraising our process for evaluating applicants for admission into King's. It is in our legitimate interest as an educational institution to understand and improve our processes;
- Managing your records;
- Processing any financial transaction with you;
- Providing you with information regarding King's events and initiatives. We will generally only do this where it is in our legitimate interest and where you have not objected or withdrawn any prior consent given;
- Processing and dealing with any complaints or inquiries made by you or legally on your behalf;
- Providing educational, health or other services at King's;
- Operating any website or portal relating to King's;
- Participation in any social activities while enrolled at King's, which may include photos, videos, images and postings.

#### How do we use your Personal Data?

The Personal Data we collect will be used only for the purpose stated in this Privacy Policy. To achieve such purpose, we may, from time to time, disclose Personal Data to King's employees, consultants, contractors and agents who have a legitimate need to know and are bound to apply the same standards of confidentiality and security that King's abides by.

We may also need to share your Personal Data, as required, to respond to lawful requests and legal process; to protect our rights and property and those of our pupils, agents and others, including to enforce our agreements and policies; and in an emergency, to protect King's and the safety of our pupils, department and staff or any third party.

We may also, at our discretion, share images of the student, their parent or other visitors to the school for use within the school, within the school community via our online portals, or otherwise publicly, including through school newsletters, print, television, streaming video or other social media.

If you have any concerns or objections to this, please contact us at the email address below.

#### **System Information, IP Addresses**

King's may record the numerical Internet Protocol (IP) address of the computer you are using, information about your browser and operating system, date and time of access and the internet address and page which linked you to our site. King's IT personnel uses such information to help diagnose problems with our server, to administer and improve our website.

King's ordinarily does not disclose site usage by individual IP addresses to third parties, but we may do so in very limited circumstances such as compliance with applicable laws and/or court order(s),

working with consultants assisting us in fixing or improving our site, or in monitoring and improving the security of our network.

## **Cookies**

Cookies are small text files placed on your computer or mobile device by our site and automatically collect some information that you do not provide directly.

We use them in order (i) to make our site work, or work more efficiently and be more user friendly, and (ii) to obtain data for statistical purposes on the use of the site (e.g. to find out what pages are visited and how often). If you use our site, whether as a registered user or not, we may use cookies also to enhance your experience on the site and to provide certain services that require the identification of the user's path through the navigation pages.

King's may use cookies to deliver customisable and personalised services and information by tracking which pages a user has already visited. We may also use cookies to track session information, such as pages visited or duration of visit, which will help us continue to improve our format and content.

You may set your browser to refuse or block cookies; in which case some portions of our site may not operate properly if cookies are disabled.

## **Security**

King's is committed to protecting your privacy and the security of the information you share with us. We take adapted physical, administrative and technical measures to safeguard your Personal Data in accordance with the Qatar Personal Data and Privacy Protection Law ("**PDP Law**").

However, despite our best efforts to protect your personal information, including reviewing our security procedures against new technology, no security measures (including security related to the Internet data transmission or storage) can be guaranteed to be infallible from unauthorised access. As a result, King's cannot ensure or warrant the security of any information provided to us. By using our site and submitting your Personal Data you acknowledge doing so at your own risk.

In the event where any breach in the security of your Personal Data should be identified, we would inform you in accordance and subject to the PDP Law.

## **Your rights**

To the extent permissible under the PDP Law, you have the right to request correction, objection and/or deletion of your Personal Data at any time by contacting King's

at: [info@kingscollegedoha.com](mailto:info@kingscollegedoha.com)

## **Questions, Concerns, Claims**

For any questions, concerns, suggestions you may reach us at  [.....@kingscollegedoha.com](mailto:.....@kingscollegedoha.com)

### **Policy History**

Date of adoption of this policy	January 2021
Date of last review of this policy	August 2021
Date for next review of this policy	August 2022
Policy owner (SMT)	Principal