

Privacy notice for Staff, Families, Applicants and visitors to our website

Although we are located in Egypt, NCBIS is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we hold for you. It also sets out how we use that information, how long we keep it for and other relevant information about your data. This Privacy Notice has effect from 25 May 2018. Any change in the way that we process personal data will be detailed in an updated Privacy Notice.

Data controller details

NCBIS is a data controller, meaning that it determines the processes to be used when using your personal data. Our registered address is as follows: NCBIS, 1st Zone, 3rd District, 5th Settlement, New Cairo. Please direct any queries to info@ncbis.co.uk or alternatively you can call +202 2758 2881.

Types of data we process

We may hold many different types of data about you depending on the reason for your relationship with NCBIS, including:

- Your personal details including your name, address, date of birth, nationality, profession and work place, email address, phone numbers
- Your photograph, passport and visa details
- Gender
- Marital status
- Dependents, next of kin and their contact numbers
- Bank details
- CCTV footage
- Building entry records
- Health records of children, school reports, and other confidential records
- contract details with suppliers
- Heliopolis Society Membership details
- Grades and examination results (students)
- Safeguarding declarations, police records, DBS equivalent, CVs (staff)

How we collect your data

We collect data about you in a variety of ways and this will usually start when you first apply to the school for admission. If accepted, we then undertake to enter into a contract with you, and ask for fee payment according to Egyptian law. We will collect the data from you directly and the data will include for example, your name, address and other personal details such as bank information. All your data is kept in our secure IT systems.

How we process your data

All of the personal data which we process will be in accordance with the six data protection principles:

- In order to perform the contract that we are party to
- In order to carry out legally required duties, eg Society membership, insurance
- In order for us to carry out our legitimate interests
- To protect your interests
- Where something is done in the public interest or
- Where we have obtained your consent.

We also collect data so that we can carry out activities which are in the legitimate interests of the school or Heliopolis Society. We have set these out below:

- To send promotional and informative communications
- To send marketing communications to companies who may be interested in our educational provision and service. Please feel free to use the contact details provided above info@ncbis.co.uk to inform us that you no longer wish to receive marketing communications.

Sharing your data

Your data will only be shared with our school staff when it is necessary for them to be able to undertake their duties. We do need to share important family data, photographs and passport details when we undertake school overseas trips as well as for sports tournaments, while student names and contact details are provided for external examinations' and reference details (staff and students). Staff details must be shared in cases of Safeguarding issues or when providing staff references. We do not share your data with any other third party for commercial benefit, nor to any bodies within or outside of the European Economic Area.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such occurrences. How long we keep your data for is in line with data protection principles and we only keep your data for as long as we need it. Retention periods can vary depending on why we need your data - e.g. we aim to keep photographs, Graduation details and University access as archived material, and will keep copies of examination results for you in case of loss. Other material may be shredded as soon as processed to preserve confidentiality.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- The right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- The right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- The right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- The right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it and no legal basis for its retention
- The right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- The right to portability. You may transfer the data that we hold on you for your own purposes but for staff we must keep copies as part of Safeguarding regulations
- The right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- The right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in a way that adversely affects your legal rights. Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent

means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so. If you wish to exercise any of the rights explained above, please contact us on the details provided above. We will also explain the possible consequences to information flow, if you withdraw consent.

Making a complaint

We hope that we will be able to resolve any query or concern you may raise about our use of your information. The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, under the GDPR, you are able to make a complaint to the ICO. You would also wish to inform our Board of Directors, Board@ncbis.co.uk, and you could also report us to COBIS, BSME or CIS if it was felt that we had not answered your concern, and that you wished to complain to a higher authority than the Board of the Heliopolis Society.