



Privacy Notice to Persons Applying to Join the School

This privacy notice will be provided to you at the time your 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 employment contract between you and the School.

We see the provision of personal data as necessary to properly employ you at the School and to administer and fulfill our obligations under the contract once you are an employee here.

The School may 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:

- UAE government departments and regulatory authorities including ADEK, the Ministry of Education and the Ministry of Labour;
- DBS clearance provider and any provider of security or safeguarding checks
- Healthcare service provider
- IT software provider
- 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 employer.
- 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.
- To providers of security or safeguarding checks
- Requests from financial institutions

The retention period for employee data will be 10 years after your departure from the School. For those not employed by the School, data will be retained for three months.

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, the exception to this will be reference requests and online searches for potential, existing or previous employees; should we need any additional data from other sources, we will advise you within a month.

Safeguarding Statement:

The welfare and safety of children who attend the British School Al Khubairat is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. Our children have the right to protection, regardless of age, gender, ability, race or social background. They have a right to be safe in our school. BSAK expects all its employees and volunteers to share this commitment. The school recognises and understands its responsibilities to work together in partnership with other agencies both here in the UAE and the UK to help children to grow up in a healthy and safe environment. **Appointments are subject to satisfactory checks including the DBS check, ICPC, Local Police Check, Prohibition check, online search and references.**