

BMIS Data Privacy Notice

This Privacy Notice applies to Bishop Mackenzie International School (BMIS) and is intended to comply with the E-Transactions Act (2016) Malawi and European Union's (EU) General Data Protection Regulation (GDPR). This notice explains how we collect your information, lawful bases for data processing, how we use and may share information about you, Media, your rights under the laws, and how long we keep that information.

Where Bishop Mackenzie gets Personal and Sensitive Personal Data

BMIS gets this data directly from the Data Subject (for example the student application forms completed by parents) or under the direction of the Data Subject who has provided it to a third party (for example data provided by parents directly through ManageBac).

Lawful bases for Data Processing

BMIS is an international school of some 700 students offering IB PYP, MYP and DP curricula to take account of the international nature of both the setting and the student body. The Admissions office processes and uses Personal Data for the purposes of reviewing admissions applications.

Lawful basis or bases for collecting and processing personal data including any special category data:-

- Processing is necessary for the legitimate interests pursued by BMIS in providing enrolment, and education support.
- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes such as education and welfare support to the students.
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person.

How we use your personal information

- We allocate your child a school place for the following school year through the admissions process.
- We provide necessary communication and support when the child has been enrolled.
- We monitor and report on child's learning.

Who we share your personal information with

- Teams of teachers or administration within the school that provide the curriculum and support learning.
- Partner organizations signed up to the BMIS Information Sharing Agreement, such as ManageBac.
- We will share personal information with law enforcement or other authorities if required by applicable law.

Your rights

Under the laws and regulations, you have rights which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing purposes
- withdraw consent (the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal)
- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organization
- object to how we are using your information
- restrict the use of your information.

We will always work towards fulfilling your requests; however, we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

How long do we keep personal information?

Personal data is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

We will keep your information in line with our data retention policy. For example student records will be kept up until the child turns 25 years old. This is intended to make sure that we can comply with legal and regulatory requirements or any other legitimate purposes such as complaints and student references. If it is not necessary to keep the information, we may delete, or anonymise it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorized way. Those processing your information will do so only in an authorized manner and are subject to a duty of confidentiality.

We also have procedures in place to detect report and investigate data security breaches. Where we are legally required to do so, we will let you know of the any breaches and the way forward.

This privacy notice will be reviewed throughout the school year and any changes made will be communicated accordingly.

Contact

For any enquiries please email privacy@bmis.mw