



Glory Singapore International School

PERSONAL DATA PROTECTION POLICY

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Glory Singapore International School Personal Data Protection Policy (PDPA)

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Approved by: School Board and Head of School, Glory Singapore International School

Policy Owner: Student Affairs, General Operations

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Glory Singapore International School Personal Data Protection Policy (PDPA)

Policy Statement

Glory Singapore International School (the “School”) is committed to protecting the personal data of students, parents, and staff in accordance with the **Thailand Personal Data Protection Act (PDPA) B.E. 2562 (2019)**.

This PDPA Policy outlines the School’s principles, responsibilities, and procedures for collecting, using, storing, and disclosing personal information in a lawful and transparent manner.

By providing personal information to the School, individuals acknowledge and consent to the practices described in this Policy.

Annual PDPA Forms

At the start of every academic year, the School will issue **PDPA Consent Forms** to all students and parents.

These forms specify the scope of data collection, use, and disclosure for academic, administrative, health, and promotional purposes.

- **Student Response Tracking:**

The School will maintain an **Excel record** of all submitted PDPA forms, indicating parental or guardian consent status and any restrictions noted.

- **Form Updates:**

Parents may update their PDPA consent preferences at any time during the school year by submitting a revised form.

Categories of Personal Data

The School may collect the following types of personal data:

- Full Name, National ID or Passport Number, and Contact Information
- Address, Email, Phone Number, and Emergency Contacts
- Student Photo, Images, and Videos (for academic and marketing purposes)
- Date of Birth, Gender, and Nationality

- Academic Records and Assessment Results
- Health and Medical Information (if required for student welfare)
- Parent/Guardian Employment and Billing Information

Sensitive Personal Data

Sensitive data may include race, religion, health information, and disciplinary records. These will only be processed when necessary and with explicit consent.

Purpose of Data Collection

The School collects and processes personal data to support safe and effective educational operations, including:

1. Admission, enrollment, and academic administration
2. Counseling and guidance services (recorded sessions only with prior consent)
3. Attendance tracking and classroom management
4. Financial and billing transactions
5. Communication with parents and guardians
6. School events, marketing, and promotional publications
7. Health and emergency response
8. Compliance with legal and regulatory requirements

Counseling Recordings and Consent

To ensure transparency and student welfare, **counseling sessions** may be **audio-recorded or documented** for professional supervision and case reference.

- **Consent Forms:**
Prior to recording, a **Counseling Consent Form** will be issued to the student and parent/guardian.
- **Confidentiality:**
All counseling recordings will be securely stored and accessible only to the **School Counselor** and the **Designated Safeguarding Lead (DSL)** for safeguarding and record-keeping purposes.

Data Retention

The School retains personal data for as long as necessary to fulfill the purposes stated above:

- **During Enrollment:** While the student remains enrolled at the School.
- **Post-Enrollment:** For a period required by law or until consent is withdrawn.
- **Digital Records:** Periodic reviews will ensure unnecessary data is securely deleted.

Data Disclosure

Personal data will not be disclosed without consent, except in the following cases:

- To external service providers (e.g., educational software partners, ID card providers) on a **need-to-know** basis.
- To comply with lawful requests from **government authorities, regulators, or courts.**
- For **emergency response** where vital interests of the student are at stake.

Staff and Teacher Responsibilities

All teachers and staff must comply fully with the PDPA Policy.

- The School will issue **PDPA reminders** through memos, orientation sessions, and annual meetings.
- Staff must ensure personal data, including class records, photos, and reports, are stored securely and not shared without authorization.
- Staff handling personal data must sign an annual **Acknowledgment of PDPA Compliance** form.

Security and Confidentiality

The School adopts appropriate technical and organizational measures to prevent unauthorized access, disclosure, or alteration of data. This includes password protection, controlled access to digital files, and physical security measures for paper records.

Rights of Data Subjects

Under the PDPA, students, parents, and staff have the following rights:

1. To withdraw consent at any time
2. To access or request copies of their data
3. To request correction or deletion of data
4. To object to data processing or request suspension of use
5. To request data portability (where applicable)

Requests may be submitted in writing to the School's Data Protection Officer.

Review and Monitoring

This PDPA Policy will be reviewed **annually** to ensure compliance with legal updates, best practices, and school procedures. Any revisions will be communicated to staff and parents.

School Contact Information

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