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This policy is drafted in accordance with Statutory Law 1581 of 2012 (and other regulations that modify, add to, complement or develop it), Decree 1377 of 2013 and Regulatory Decree 1074 of 2015 and is created with the objective of providing information to interested parties about how the School treats personal data.

We process personal data of our current and former students and their families and/or legal representatives and of our employees, candidates, suppliers, contractors, potential customers and third parties interested in finding out more about our School.

Identification of the person responsible for the processing and/or use of personal data

The legal entity that will be responsible for and in charge of both the data obtained and voluntarily supplied by the Owners and the databases in which said information will be stored will be the company COLEGIO BRITANICO INTERNACIONAL SAS (hereinafter The School / The Company), identified with NIT 890.113.945-1 and domiciled in Puerto Colombia, Atlántico with the address Carrera 30 # 2 - 906 and whose contact email is documentos@britishschool.edu.co, is part of Inspired Education Holdings Limited, which is a company registered in England with number 09268120 and registered address at Sixth Floor, 3 Burlington Gardens, London, W1S 3EP, United Kingdom. Inspired operates numerous affiliated schools globally through its regional offices in Europe, Africa, the Middle East, Asia-Pacific and Latin America.


Information collected

The personal data processed are mainly the following:

- Names, addresses, telephone numbers, email addresses and other contact details.
- Nationality, location and language.
- Family situation.
- Protection of information (such as court orders)
- Education and employment data.
- Images, audio and video recordings, including CCTV footage (video images);
- Financial information.
- Previously attended educational establishments.

Other types of data that we may collect and process, in accordance with the purposes of the School, are related to health conditions, criminal records and other confidential information relating to an individual, such as:

- Information about the health status or provision of medical care relating to a specific individual.
- Behavioral information.
- Special educational needs
- Criminal record linked to a specific individual.
- Biometric information.
- Ethnicity.
- Religion or ideology.
- Sexual identity.

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Collection and processing of personal data

The school collects information in several ways, including:

- In person and over the telephone.
- Through our website and the cookies used on it.
- From email and hand-delivered paper documentation, including job applications, consent forms, etc.;
- Through online tools, such as apps, educational platforms and other software used by the School.
- Through any CCTV cameras located on our premises.
- Through third parties, such as professionals or authorities acting on behalf of the data subjects.


Purpose and treatment to which the personal data collected will be subjected

Purposes: The School processes personal data for the lawful and legitimate development of the educational activity of the School. The School collects and retains information from students and parents when necessary to:

- Responding to queries.
- Ensure that the student meets the school’s admission criteria.
- Provide academic services, including support for student learning, monitoring and reporting on student progress.
- Provide students with safeguarding services.
- Provide students with medical and nursing care, uniforms, lunch service and bus transportation, among other necessary services.
- Meet the student's educational, social, physical and emotional requirements.
- Contact parents/legal guardians when necessary and keep them informed about their child's educational progress or school events, etc.
- In order to celebrate the achievements of the School and to keep a record of the history of the School, the School may take photographs and recorded images of students to share in yearbooks, the School website, etc., always with the informed consent of parents or students of legal age. You may withdraw your consent at any time.
- Send commercial communications in the event of prior authorization from the interested party. You may unsubscribe from receiving commercial communications by clicking on the “unsubscribe” section.

The personal data subject to processing may only be communicated to other Schools in the Inspired group with the prior written consent of the interested party or when necessary and the personal data will be processed for the same legitimate purposes mentioned here.

Legitimacy: We process your data under your consent and contractual obligation, in addition to complying with the legal obligations that may arise from said contract and our commercial activities. We may also be acting to protect the interests of children. In the case of marketing purposes, we act in accordance with your consent and our legitimate interests.

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Processing of data on children and adolescents

The School will process the personal data of children and adolescents in accordance with the provisions of Article 7 of Law 1581 of 2012 and when such processing responds to and respects the best interests of children and adolescents and ensures respect for their fundamental rights.

The rights of children and adolescents will be guaranteed in accordance with the constitutional and legal provisions and guaranteeing full respect for their fundamental rights.

When provided for by Law 1581 of 2012, the School will request authorization from the parents or legal representative of the child or adolescent for the processing of data prior to the minor exercising his or her right to be heard, an opinion that will be assessed considering the maturity, autonomy and capacity to understand the matter.

Processing of personal data of candidates

If you wish to send us your CV through the “Careers” section, you must create an account to use the employment platform and send us your application. Your information will be shared with Inspired Education Group as the owner of the Global Careers Site platform under the terms set out at: <https://careers.inspirededu.com/data-privacy-statement> and incorporated into the files owned by COLEGIO BRITÁNICO INTERNACIONAL S.A.S. Our Human Resources department will process your data for the purpose of including your application in our selection processes.

Common use of social media or other applications

This website contains links to other websites such as platforms or social networks. Our School is not responsible for the privacy practices or the content of such sites. You should be aware that the processing of your personal information is carried out by those sites and is governed by their respective privacy policies.


If you do not want these sites to collect and process your information, please review their respective privacy policies and/or log out of them before using our Services.

Cookies used on our website

We use cookies to provide you with better experience when using our website, as well as to store information about our visitors. This information is linked to your session ID and is a way of monitoring single user access.

The web server is allowed to remember some data relating to the user, such as their preferences for visiting the pages of this server, name and password, products that are most interesting to them, etc.

The Cookies that we use on our website and that require informed consent from the user are functional cookies and targeting cookies. Consent is not required for mandatory cookies, which are those of a technical nature necessary for the operation of the website or the provision of services expressly requested by the user.

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Confidentiality of the information collected

Personal data provided to the Company will be handled solely and exclusively as described in this privacy policy. The Company will take the measures within its power to protect the confidentiality and privacy of the information provided.

Notwithstanding the above, the same may be requested by order of any competent administrative or judicial authority through the legal procedures designed for that purpose. Considering the situation described above, the Company shall not be liable for the information revealed, intercepted or known by third parties as a result of said procedures.

Information protection and security

The information provided by the Owners is of great importance to the Company, which is why we have information security standards, the primary objective of which is to safeguard and preserve the integrity, confidentiality and availability of this information, regardless of the medium or format in which it is stored, its temporary or permanent location or the way in which it is transmitted in accordance with the conditions set forth in this document.

Personal information will only be retained for the period of time necessary to fulfil the purpose for which it was collected, unless for a longer period for archiving in the public interest, scientific or historical research or statistical purposes. Once personal information is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or anonymised.

Taking into account the above, the Company employs industry-recognized security practices, which include transmission and storage of sensitive information through secure mechanisms, such as encryption, use of secure protocols; securing technological components, restricting access to information only to authorized personnel, information backup, secure software development practices, among others.

Modifications to the Privacy Policies


The Company reserves the right to modify this policy at any time. Data Subjects may request a copy of the policies mentioned here at any time.

Assignment and Transfer in Special Circumstances

In order to carry out the purposes indicated in the previous section, the company will need to transfer or assign the databases in which its information is recorded.

In the event of a sale, merger, spin-off, change in corporate control, transfer of assets, reorganization or liquidation of the Company, we will have the authority to transfer, sell, assign or reassign the personal data that are part of our databases to whomever we consider relevant for this purpose.

Data will not be transferred outside Colombian territory. If it were necessary to do so, it will be done under the conditions of Article 26 of Law 1581 of 2012.

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Petitions, Complaints and Claims

Requests, complaints and claims will be handled by our Customer Service area and may be submitted physically to the address Carrera 30 # 2 - 906 in Puerto Colombia, Atlántico from Monday to Thursday from 8:00 am to 12:00 pm and from 2:00 pm to 4:00 pm and Fridays from 8:00 am to 12:00 pm or by email to papeles@britishschool.edu.co. These requests will be regulated under the terms and conditions that apply in the following chapter (Procedure to exercise Rights).

Rights


In accordance with Article 8 of Law 1581 of 2012, you have the right to exercise the following rights:

- To know, update and rectify your personal data with regard to the Data Controllers or Data Processors. This right may be exercised, among others, in relation to partial, inaccurate, incomplete, fragmented data that may lead to error, or data whose processing is expressly prohibited or has not been authorized.
- Request proof of the authorization granted to the Data Controller, except when it is expressly excepted as a requirement for the Treatment, in accordance with the provisions of article 10 of this law.
- Be informed by the Data Controller or the Data Processor, upon request, regarding the use that has been given to your personal data.
- Submit complaints to the Superintendency of Industry and Commerce for violations of the provisions of this law and other regulations that modify, add to or complement it.
- Revoke the authorization and/or request the deletion of the data when the Processing does not respect the constitutional and legal principles, rights and guarantees. The revocation and/or deletion will proceed when the Superintendence of Industry and Commerce has determined that in the Processing the Controller or Processor has engaged in conduct contrary to this law and the Constitution.
- Access free of charge to your personal data that has been subject to processing.

Likewise, Article 12 of the Law recognizes the duty of the Data Controller to inform the Owner about:

- The processing to which your personal data will be subjected and the purpose thereof;
- The optional nature of the response to the questions asked, when these relate to sensitive data or the data of girls, boys and adolescents.
- The rights that assist you as Owner.
- The identification, physical or electronic address and telephone number of the Data Controller

Without prejudice to the exceptions provided for by law, the Processing requires the prior and informed authorization of the Owner, which must be obtained by any means that can be subject to subsequent consultation. Anyone who accesses personal data without prior authorization must in all cases comply with the provisions contained in this law.

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Procedure for exercising rights

The Company has the necessary mechanisms to receive, process and respond to the requests submitted by the OWNERS in an effective manner. This procedure seeks to guarantee above all the rights of the OWNERS, which is why it is of great importance for the Company to respond to the requests and requirements presented. The above may be submitted digitally to the email address documentos@britishschool.edu.co or in physical form at the following address Carrera 30 # 2 - 906 in Puerto Colombia, Atlántico from Monday to Thursday from 8:00 am to 12:00 pm and from 2:00 pm to 4:00 pm and Friday from 8:00 am to 12:00 pm.



It is important to note that when submitting any type of request, whether to delete, update, rectify, or correct the personal data provided, or to withdraw authorization for data processing, the Data Subjects must submit it in writing, clearly indicating their request, and must prove their identity by attaching a copy of their identity document to the submitted request. The same will apply to those who are processing said request on behalf of the Data Subjects, for which reason they will have to provide a copy of the power of attorney or authorization to carry out said management, as well as a copy of the identity document of the Data Subject and of the person representing him/her. The above conditions also apply to all requests that request a copy of the authorization granted to the Company to store the Data Subject's personal data or the request to revoke said authorization.

The Company undertakes to provide a timely response within 10 business days from the day following the submission of the request or requirement.

If you consider that the Company has not properly addressed your request, you also have the right to file a complaint with the Superintendency of Industry and Commerce ("SIC") by email to the email address <https://sedeelectronica.sic.gov.co/atencion-y-servicios-a-laciudadania/peticiones-quejas-reclamos-y-denuncias> or by postal mail to Address: Carrera 13 No. 27 - 00, Floors 1 and 3, postal code: 110311, Bogotá.

Final Provisions

This Privacy Policy will be in effect and its provisions will take effect as of October 16, 2024.

Check by:  Melissa Bonadati Director of HSEQ	Approved by:  Jaimita Rinkia Headmistress
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