



ADMISSIONS ENQUIRY PRIVACY NOTICE

Please read this Privacy Notice carefully before submitting an admissions enquiry. This notice explains how **Shree Swaminarayan Academy** (“the school”, “we”, “our”, “us”) collects, uses and protects personal data when you enquire about admission to the school.

This Privacy Notice is issued in accordance with the **Data Protection Act, 2019 (Kenya)** and the **Data Protection (General) Regulations, 2021**.

1. Who We Are

Shree Swaminarayan academy is a fully fledged multi-cultural co-educational day school offering the international Pearson Edexcel programme.

We are a registered data controller under the Data Protection Act, 2019 and are responsible for personal data collected during admissions and enrolment.

2. Personal Data We Collect

When you make an admissions enquiry, we may collect personal information relating to the prospective pupil and parent/guardian, including:

Prospective Pupil Information

- Full name;
- Date of birth, gender and religion.
- Academic year, term and class for which admission is sought;
- Current school and current class attended;
- Extracurricular activities, achievements and interests;
- Health or accessibility requirements
- Previous school reports
- Any special information voluntarily provided to support the enquiry.

Parent/Guardian Information

- Parent/guardian name;
- Occupation;
- Telephone number and email address;
- Relationship to the pupil.

We request that only information relevant to the admissions enquiry is provided.

3. Why We Collect Personal Data

We collect and use personal data to:

- Respond to admissions enquiries;
- Assess suitability and availability for the requested class or academic year;
- Provide information about the school and admissions process;
- Arrange visits, assessments or follow-up discussions where necessary;
- Communicate with parents/guardians regarding admissions opportunities.

4. Sharing of Personal Data

Personal data will only be accessed by authorised School staff involved in admissions or shared where required by law or safeguarding obligations.

The school does not sell personal data to third parties.

5. How Long We Keep Personal Data

Admissions enquiry records will be retained for **up to two (2) school terms** from the date of enquiry.

Where an enquiry progresses into a formal application, the information provided may become part of the admissions record and will be processed in accordance with the Pupil & Parent Privacy Notice.

After the retention period, records will be securely deleted or destroyed.

6. How We Protect Personal Data

The school takes reasonable technical and organisational measures to protect personal data, including secure systems, restricted access and staff confidentiality obligations.

7. Your Rights

Under the **Data Protection Act, 2019**, you may request access to personal data, correction of inaccurate information or raise concerns regarding how your data is processed.