



Privacy Policy

St. Mark's Australian International School (**SMAIS**) has recognized the importance of your personal data and other data relating to you (collectively, Personal Data) and is committed to the protection of your Personal Data and privacy to assure you that SMAIS collects, uses, discloses and transfers your Personal Data with transparency and accountability in accordance with the Personal Data Protection Act B.E. 2562 and other applicable laws. SMAIS has prepared this Privacy Notice to inform you about SMAIS's collection, use, disclosure and transfer of your Personal Data.

Cookies and Tracking

SMAIS utilizes Google Analytics in tracking visitors to the SMAIS website. This information is not used to identify personal information, nor is it used for any purpose other than improvement of the website based on identifiable trends. Cookies – small pieces of information stored on your computer to indicate sites you have visited – are used only in conjunction with Google Analytics for the purpose of enhancing the SMAIS website. These cookies are not used to gather personal information about visitors, and no other visitor tracking is conducted. Additional information about Google Analytics and personal information is available on the [Google Support website](#).

Definitions

- Staff are persons employed by SMAIS in any capacity, full-time and part-time employees. This excludes contracted companies and individuals.
- Students are current, prospective and past student at SMAIS.
- Parents are current, prospective or past parents and/or legal guardians, of a student or students at SMAIS.
- Alumni are former SMAIS students and/or graduates. (Where applicable in the policy, alumni will be differentiated between those over the age of 18 and those under the age of 18.)



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- Third parties are individuals or organizations not affiliated with or employed by SMAIS.

What Personal Data is

“Personal Data” is any information relating to an identifiable person such as name and family name, national identification number, date of birth, address and sensitive Personal Data such as facial, fingerprint and religion data.

Consent

All staff, parents, students and alumni agree upon initializing their relationship with SMAIS that the school shall keep their personal information on file (indicate where PD will be kept) for the duration of their time as members of the school community as a matter of academic record, evidence of services rendered and/or as evidence of employment.

How long will SMAIS keep your Personal Data

SMAIS retains your Personal Data for as long as you have a relationship with SMAIS or as required by law.

Who do we disclose your Personal Data to

SMAIS may disclose your Personal Data to persons/agencies such as:

- other educational institutions, external service providers and other business partners;
- government agencies or competent authorities;

Disclosure of Personal Data

- SMAIS may disclose non-personal data of the staff, including titles, business addresses, business contact information
- SMAIS will not disclose the personal data of a student without the consent of the student's parent. Personal data of an alumnus or alumna will not be disclosed to third parties without the consent alumnus or





alumna. This excludes non-identifiable disclosure of academic records for the purposes of accreditation, academic research, statistical analysis and disclosure under subpoena by Thai law.

- As indicated in SMAIS enrollment documents, SMAIS reserves the right to use photographs and other media containing the images of SMAIS parents, students and alumni in online and print media. In such cases the school will not post the full legal names of students and alumni who have yet reached the age of 18 with that media, unless permission is granted by the parents, to preserve their privacy.
- Instances of print media include, but are not limited to, school brochures and flyers, the school newsletter, advertisements, newspapers and magazines that publish SMAIS press releases and third parties that have been granted permission by SMAIS the purposes of promotion of education related content.
- In cases in which published media, whether in online or print form, utilizes extensive interviews with students, further consent will be sought from parents of those students.

Online Enrollment & Re-Enrollment Contracts

SMAIS is committed to comply with the Personal Data Protection Act (PDPA) B.E. 2562 in protecting its community's personal data that has been collected or processed by the school.

What Do We Collect?

SMINS needs to process (collect, use, store and ultimately destroy) your personal data for various academic, educational and administrative purposes. Generally, the personal data that we collect and process, includes but is not restricted to:

- Full name
- Identification number (ID)
- Passport number



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- Address
- Contact numbers
- Gender
- Date of birth
- Previous qualifications
- Personal email address
- Photo and images
- Marital status
- Emergency contact person(s) details
- Family/guardian details

Special Category Details

At times some of the personal data we collect can be what is defined as "sensitive personal data" under the PDPA. This includes but is not limited to:

- Race
- Religion
- Health
- Records of misconduct and disciplinary action
- Records of criminal offence

This sensitive information shall be treated carefully by SMAIS and will only be used for specific purposes. It will not be released to a third party without your explicit consent unless it is necessary to protect your interests. The provision of all information requested for in the relevant forms for SMAIS is mandatory, unless specified otherwise. This is to enable us to process your application and/or request for our services in our provision of education to your child(ren).

How Is Your Data Collected?

Most, if not all, of your personal data was obtained from you directly, either from the following sources or from any other information you provided and this may include:

- Enquiries to the school



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- Various application and registration forms
- All other school and services-related request forms
- Previous qualifications, certificates and similar documents.

How Is Your Data Used?

The purpose for which personal data is collected and further processed includes, but not restricted to the following:

- To process applications for admission
- To maintain students' personal details, academic and non-academic records
- To facilitate the internships, placement or industrial training, as well as co-curricular activities
- To provide relevant administrative report and counseling services
- To manage the use of facilities such as library, dining hall, computer systems, etc.
- To conduct graduation and alumni events
- To invoice tuition fees and other payments
- To communicate with students and parents in respect to any important announcements, including matters relating to career services, postgraduate studies and alumni
- To collect and relay information for relevant local and international statutory authorities or examination boards
- To contact students' next of kin in case of emergencies
- To comply with any regulatory, audit or security related requirements

Your Statutory Rights

As a data subject, you have the following statutory rights relating to the collection, use or disclosure of your Personal Data:

- right of access by data the subject;
- right of rectification;



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INTERNATIONAL SCHOOL

Academically Aspiring • Caringly Christian • Experientially Enriching

Tri-lingual School of
Mathematics and Science

- right to erasure or destruction of Personal Data;
- right of restriction of processing;
- right to object to the collection, use or disclosure of Personal Data
- right to data portability; and
- right to complain if you consider SMAIS has failed to comply with the laws relating to use of Personal Data;

You may contact us to exercise your rights by contacting the Data Protection Officer at privacy@stmarks.ac.th



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