



PRIVACY NOTICE FOR PARENTS/CARERS

2025/2026 Session

Who we are and what we do

We are Lifeforte International Schools (the school). We are a co-educational Christian institution for children ages 10 – 16 years old. This privacy notice explains how we collect, store and use personal data about students.

We, Lifeforte International High School, are the 'data controller' for the purposes of the Nigeria Data Protection Act 2023. Our data protection officer is Mrs Solape Adesiyan.

The personal data we collect and hold

We hold personal data about students, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about students from other organisations including, but not limited to, other schools, local authorities, health care providers and governmental agencies.

Personal data that we may collect, use, store and share (when appropriate) about parents and students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for financial assistance
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

- Identify student eligibility for free school meals and student premium funding

Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children). On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

We collect/obtain data from students, parents, carers, teachers and other professionals where relevant (e.g. hospitals, social workers etc.)

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary.

The security of data and information is important to us. This is why we will do our best to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Data sharing

We do not share any of this data with any other organisation without your permission, except where the law requires it. We are required to provide student data to national examining bodies. Where it is necessary to protect a child, the school will also share data with the Children's Social Services, medical professional and/or the Police.

Parents and students' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made in writing or by e-mail to lifeforte@lifeforte.com. The school will respond within a 15 school days timescale.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Name - Mrs Solape Adesiyan - Data Protection Officer

Sharing by the Ministry of Education

The law allows the Ministry of Education to share students' personal data with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in
- Other government departments and agencies
- Organisations fighting or identifying crime