



## PUPIL RECORD

### Pupil Details

*(Strictly Confidential)*

First Name and Surname \_\_\_\_\_

Child known as \_\_\_\_\_ DNI/NIE/Passport \_\_\_\_\_

Date of Birth \_\_\_\_\_ City of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

### Parents Details

**Parent 1 Surname** \_\_\_\_\_

First Name \_\_\_\_\_ DNI/NIE/Passport \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Municipality \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

**Parent 2 Surname** \_\_\_\_\_

First Name \_\_\_\_\_ DNI/NIE/Passport \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Municipality \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

### **IMPORTANT NOTE:**

It is compulsory to present a photocopy of the identification documents (DNI/NIE/PASSPORT) of the student and his/her parents.

PARENT 1

Fdo.:

PARENT 2

Fdo.:

Other emergency Contacts (Please state relationship to child, ie. Aunt, Grandparent, etc.)

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
(Relationship to pupil)

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
(Relationship to pupil)

Are there any court orders pertaining to the pupil? Yes  No .

Details \_\_\_\_\_

Copy of order received Yes  No . *(Please attach any court sentence)*

Previous Schools

Name of Nursery/School	Dates	Reason for leaving
_____	_____	_____
_____	_____	_____
_____	_____	_____

Languages spoken at home. \_\_\_\_\_

Level of English: beginners  intermediate  advanced

Health

Does your child wear glasses? \_\_\_\_\_ Is your child left or right-handed? \_\_\_\_\_

Are there any hearing concerns? \_\_\_\_\_

Known allergies. \_\_\_\_\_

Vaccination history *(Attach copy of vaccination record)*. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dietary Requirements (medical / religious) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PARENT 1  
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Regular medication (eg. Asthma) (*Attach copy of any relevant medical documents*). \_\_\_\_\_

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Major illnesses or operations \_\_\_\_\_

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Any other agency involvement (eg. speech therapist, psychologist) (*Attach copy of any relevant documents*)

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Parent's comments on child's abilities and progress \_\_\_\_\_

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Any special needs / disabilities / learning difficulties?

YES: \_\_\_\_\_ please read and sign ANNEX I

NO:

In cases where the parent does not inform the school, the school will usually be able to identify a child with special needs. The parent is then asked to come for another meeting with the Management Team. This interview is conducted by the Inclusion Team who will determine the level of the special need. In cases where the school would be in a position to accommodate the child, admission is granted. In other cases, the parents are advised to seek admission in a school where the child's needs can be better met.

PARENT 1  
Fdo.:

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Fdo.:

Loco Parentis

In the event of my child \_\_\_\_\_ requiring emergency medical treatment as a result of an accident within school or whilst on a trip organized by the school, I/We give permission for them to be taken to hospital and for any necessary treatment to be carried out. I/We understand that all effort will be made to contact me/us as urgently as possible. This permission will be current whilst my child is registered at the British School of Tenerife.

**DATA PROTECTION:**

In accordance with the provisions of the Regulation (UE) 2016/679, of the European Parliament and Congress, we inform you of the following:

<b>RESPONSIBLE of DATA TREATMENT</b>	BRITISH SCHOOL OF TENERIFE
<b>DELEGATE of DATA TREATMENT</b>	AFONSO & GONZALEZ ASESORES, S.L.
<b>PURPOSE</b>	Management, monitoring and evaluation of students. Further information on the following pages.
<b>LEGITIMISATION</b>	<i>Ley Orgánica de Educación</i> for the treatment of data in the exercise of the educational function, its expressed and explicit consent. Further information on the following pages.
<b>ADDRESSEE OF DATA ASSIGNMENTS</b>	Data transfers are made. Further information on the following pages.
<b>INTERNATIONAL DATA TRANSFER</b>	International data transfers are made. Further information on the following pages.
<b>RIGHTS</b>	Access, rectify and delete the data, as well as other rights, as explained on the following pages.
<b>ADDITIONAL INFORMATION</b>	Additional information on Data Protection can be consulted on the following pages.

I, the undersigned, agree to the rules and regulations set down by the school, and understand that these rules/regulations may be modified when necessary. I also guarantee and respond to the accuracy, validity and authenticity of the personal data provided and I undertake to keep it duly updated. All communications and notifications by the school, will be considered effective for all purposes when: they are sent via the email provided and in sealed envelopes sent with the students. Likewise, I am obliged to keep the BRITISH SCHOOL OF TENERIFE informed of the changes that occur in the email provided to the school, as well as any changes related to personal data. In addition, I am committed to the custody of my child's Reading Record Book or any other educational material my child takes home.

When communicating data of third parties, I will be solely responsible and must inform them previously of the content of the data provided, of the origin of the same, of the existence and purpose of the treatment where their data is stored, of the recipients of said information, of the possibility to exercise their rights and supplying them with the contact details of the BRITISH SCHOOL OF TENERIFE.

BRITISH SCHOOL OF TENERIFE is exonerated from any responsibility arising from the breach of the above mentioned.

PARENT 1  
Fdo.:

PARENT 2  
Fdo.:

**BEFORE SIGNING YOU MUST READ THE ADDITIONAL INFORMATION REGARDING DATA PROTECTION.**

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL DOCUMENTATION REQUIRED: COPIES OF THE LAST TWO SCHOOL REPORTS**

**ADDITIONAL INFORMATION REGARDING DATA PROTECTION**

1. Responsible of Data Treatment: BRITISH SCHOOL OF TENERIFE.  
CIF: G-38029419.  
Address: Carretera de La Luz, S/N, 38300, La Orotava, Santa Cruz de Tenerife, España.  
Telephone: 922.336.929.  
Email address: [info@bstenerife.com](mailto:info@bstenerife.com).
2. Delegate of Data Protection: AFONSO & GONZALEZ ASESORES, S.L.
  - Telephone: 922.222.930
  - Email address: [dpd@bstenerife.com](mailto:dpd@bstenerife.com).
3. Purpose:
  - For the treatment of data pertaining to the educational role of the school.
  - To manage the process of student registration, answering questions, queries raised.
  - Teaching and guidance of students.
  - Providing information of activities (Excursions, Festivals, Shows, Tournaments, etc.).
  - Management of accounts and payments
  - To manage the dispatch of requested information and carry out the control and management of said data.
  - For the development and execution of the relationship of which you form a part.
  - To get in touch with you or to respond to any communication you send the school.
  - To provide you with information, by mail, email, phone calls.
  - To offer personalized attention.

No profile analysis is performed based on the automated treatment that affects or significantly affects pupils and/or parents.

Conservation Terms: Personal data will be kept as long as the contractual or similar relationship between you and BRITISH SCHOOL OF TENERIFE is maintained and you do not request that it be deleted or, during the years necessary to comply with legal obligations. The data included in the admission processes will be canceled once the administrative and judicial claim procedures have been completed. Student exams will not be kept beyond the end of the claim period. Academic record data will be kept indefinitely as it can be requested by the students after the completion of their studies. Other data will be maintained for the period of prescription of the actions arising from the treatment, as of the last confirmation of interest or last transaction [6 years, for commercial purposes, Article 30 of the Commercial Code (Books, documentation, supporting documents, invoices, etc.). After said deadlines, personal data will be deleted with robust security measures to guarantee the total destruction of the same.

PARENT 1  
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PARENT 2  
Fdo.:

4. Legitimation: *Ley Orgánica de Educación* for the treatment of data pertaining to the educational role of the school.

- For the development and execution of the legal relationship that occurs on enrolment of the

student at the BRITISH SCHOOL OF TENERIFE.

- Your express and explicit consent.
- The legitimate interest or the need to manage the contractual relationship of which you are a party.

The data has been collected directly from you as the interested party.

If you do not provide us with personal information or you object to the use of certain personal data, we may not be able to provide you with the services offered by the school.

5. Data Transfers: Personal data will be assigned to:

- Banks for the processing of contracted services.
- Public Administrations (Ministry of Education, Tax Administration, among others), in the cases outlined by Law and for the purposes defined therein.
- Obligatory School Insurance.
- Health Entities.
- University of La Laguna.
- National University of Distance Education (UNED). Convalidation system.
- Certification bodies based in the United Kingdom [University of Cambridge Local Examination Syndicate, AQA Education, Pearson Education Limited (EDEXCEL)] and other entities when necessary for the organization of activities, issuing of certificates or other needs inherent in the educational management where convenient and / or necessary.
- Apple Inc.: Apple School Manager and MDM Airwatch platforms. For the management of iPads in one to one mode. Apple iCloud and activation of certain Apple Apps.
- Educational Apps located in countries within the European Union.
- Educational Apps located in countries outside the European Union.

6. International Data Transfer: Personal data is transferred outside European Union countries.

- Apple, Inc. Adhesion Clause Data Protection Type. Decision 2010 /87/UE Commission 5February 2010. Directive 95/46/CE from European Parliament and Board.
- Seesaw Learning. (Adhered to the EU-US Privacy Shield agreement), information available on <https://www.privacyshield.gov/participant?id=a2zt000000001DLAAY&status=Active>.
- Sphero, Inc. (Adhered to the EU-US Privacy Shield agreement), information available <https://www.privacyshield.gov/participant?id=a2zt000000004U7IAAU&status=Active>.

7. Rights: To access, rectify, cancel, delete, oppose, to the limitation and portability of your data. Applications must be made in writing, accompanied by a photocopy of your ID or any other identity document to the address or email address previously recorded. You may withdraw your consent at any time without affecting the legality of prior treatment, as well as submit a claim to the Spanish Agency for Data Protection (AEPD), through its website [www.aepd.es](http://www.aepd.es) , if you consider that the British School of Tenerife is in material breach of any of its obligations under these terms.

**Further information:** Any person has the right to obtain confirmation about whether the school is holding personal data that concerns them, or not.

Interested persons have the right to access their personal data, as well as to request the rectification of inaccurate data or, where appropriate, request its deletion when, among other reasons, the data is no longer necessary for the purposes for which it was collected.

In certain circumstances and for reasons related to their particular situation, the interested parties may object to the processing of their data. In this case, the BRITISH SCHOOL OF TENERIFE will stop processing the data, except for compelling legitimate reasons, or the exercise or defense of possible claims.

Any person has the right not to be the subject of automated individual decisions (including the preparation of profiles): the right not to be the subject of a decision based on automated treatment that produces effects or significantly affects them.

Interested parties may, at any time, revoke the consent previously granted to use their data. In the event that you revoke your consent to store and process your data, the BRITISH SCHOOL OF TENERIFE cannot provide you with certain services.

The BRITISH SCHOOL OF TENERIFE recognizes its obligation to keep professional secrecy of all information that affects data and store it with due confidentiality and use it for the sole and specific purposes for which it was provided. The BRITISH SCHOOL OF TENERIFE will adopt appropriate technical and organizational measures against unauthorized access or illegal processing of personal data and against accidental loss or destruction of personal data. Data will be treated in a confidential, privileged way and accessed by the people who, as users authorized by the BRITISH SCHOOL OF TENERIFE, have access to personal data. Any disclosure, distribution or reproduction of the information processed is totally prohibited.

PARENT 1  
Fdo.:

PARENT 2  
Fdo.: