

NOTE: YOU ARE ASKED TO PROVIDE PROOF OF INCOME BY WAY OF AN
INDIVIDUAL TAX RETURN (I.T. 1 FORM)

4. OTHER INCOME

	<i>Father/ Step-father</i>	<i>Mother/ Step-mother</i>
(a) Value of board and/or residence or other non-taxable Benefits in kind provided free by reason of employment
(b) Child allowances
(c) Maintenance payments received
(d) Any other non-taxable emoluments or income <i>(give details please)</i>

5. OUTGOINGS

(a) Tax payable on Incomes declared above <i>(including tax deducted at source)</i>
(b) Insurance contributions
(c) Mortgage interest <i>(state interest only and not installments of mortgage repaid)</i>
(d) Any other interest payable <i>(please specify)</i>
(e) Any Annual rent payable on home

6. CAPITAL ASSETS

(a) Approximate value of all Investments
(b) Approximate value of house <i>(if owned)</i>
(c) Approximate value of other possessions including contents of houses, motor cars etc.
(d) Cash at banks or elsewhere <i>(including current and deposit accounts)</i>
(e) Approximate value of any other assets <i>(please specify)</i> <i>including the market value of any Insurance Policies maturing in this tax year</i>
(f) Approximate market value of any second property owned, Either at home or abroad

7. CAPITAL LIABILITIES

(please give details of any capital charges against the assets declared in Section 6)

(a) Mortgage – amount outstanding
(b) Overdraft at bank
(c) Other loans

8. DEPENDENT CHILDREN

(Include the child to whom this application refers:
If more than 4 children, give details on a separate sheet)

	1	2	3	4
(a) Forename
(b) Date of Birth
(c) Sex
(d) School or College
(e) Boarding or Day

(f) Total annual **published/full** school fees (*excluding Extras and sundry disbursements*)

.....

(g) Compulsory additional school Charges

.....

(h) Amount of fees shown in (f) covered by:

(i) Scholarships, Bursary or Allowances given by school

.....

(ii) Annual sum arising from Capital prepayment scheme

.....

(iii) Other Bursaries or Grants

.....

(iv) Forces / Company Allowances (gross). State whether the sum has been included in gross salary 3(a)

.....

(v) Annual sum arising from Educational Insurance Policies

.....

(iv) Assistance from any other source e.g. Grandparents, trusts, settlements, Government Assisted places scheme, etc. (*please specify*)

.....

((i) Annual income of child (*if any*))

.....

9. OTHER DEPENDANTS

(Please give details)

10. ANY OTHER RELEVANT INFORMATION

11. CERTIFICATE

I/We have made a complete statement of my/our financial situation and circumstances generally. I/We undertake to renew this statement annually and in any case to report immediately any material change in the financial position detailed. I/We also give any expressed authority to approach our Bankers as indicated below to verify any information contained here.

Date: Signature.....
(Father/Step-father)

Date:..... Signature.....
(Mother/Step-mother)

Note:- Please also note and complete the question below.

Please seek their permission to be used as referees before adding their names, addresses, email, and telephone numbers.

12. PERSONAL REFEREES

(1.)

(2.)

BANK REFEREES

ASSISTANCE FROM OTHER SOURCES

In order to help the greatest number of parents who need financial assistance, all those who apply for a bursary from the school are asked first to enquire if they are eligible for assistance from any other source.

PARENTAL CONSENT DECLARATION

For us to avail bursary opportunities to your child, we will need to process their personal data collected in this form. We also need to process the personal data of your other children or dependants who are minors.

Pembroke House School is fully compliant with the Data Protection laws in Kenya and always promotes your child's best interests as we process their data. We may share this data with third party service providers who help us deliver services to you and your child. We do require your consent to collect and process your child's data. You can withdraw your consent at any time.

However, please note that if you withhold, withdraw, or deny consent, we may not be able to provide our full range of services to you and your child nor provide your child with a holistic experience at Pembroke.

I, _____ give my consent for my child's

_____ Personal data to be processed by Pembroke House for the purpose of availing bursary opportunities to my child.

We may process your child's and sensitive data relating to your property and family details through our ICT systems which may at times be cloud based and hosted outside Kenya. Where we do so, we must comply with the Data Protection laws by seeking your consent and ensuring that there are appropriate measures in place to secure the data. Currently, we process data through the systems providers listed below:-

Name of System	Location of Servers	Safeguards in place
Zoho	USA with Kenya as one of the server locations	Sophos XG Firewall Protection
Google Drive	Google Servers in the USA	Google Cloud Security deployed
Ed-Admin	South Africa	Sophos XG Firewall Protection
Website:	Chemicloud Servers in Netherlands	Sophos XG Firewall Protection

Please provide your consent by ticking as appropriate in the section.

I, _____ give my consent [] OR do not give my consent [] for sensitive personal data about my child health and family affairs collected in this form to be transferred internationally to UK regulators and ICT cloud providers in Europe, South Africa, & US, please refer to [link](#), [link](#) & [link](#), for the purpose of providing our full range of services to you and your child and to provide your child with a holistic experience at Pembroke.

I also confirm that I am above 18 years of age and have given this consent freely and on due authority as the child's parent or guardian.

Signed: _____

Print Name: _____ Date: _____

ABRIDGED PRIVACY NOTICE

Pembroke House School is a small, vibrant, flexible boarding school for children aged 6 months – 13 years, following a British curriculum. We focus on nurturing every child to fulfil their individual goals and aspirations. We are committed to protecting your privacy and that of your child(ren) when dealing with your personal data. This Privacy Policy provides an overview of the information we collect about you and how we use and protect it. It also provides information about your rights. You can find more details in our full privacy policy available at <https://pembrokehouse.sc.ke/about/#about-3>.

If you would like a paper copy of the full privacy notice, please contact the school at +254 711 875972. Alternatively, you can email or write to us on dpo@pembrokehouse.sc.ke or P.O.Box 31, Gilgil, 20116. If you have any questions, comments, complaints or suggestions about this privacy policy, or any other concerns about the way in which we process information about you, please contact us at dpo@pembrokehouse.sc.ke.

1. Introduction

In this privacy notice, references to “we” or “us” or “our” or “Pembroke” are to Pembroke House School.

2. Scope of this privacy notice

This privacy notice applies to Pembroke parents, guardians or anyone who interacts with us regarding our education services in any way. This notice also applies to persons indicated by Pembroke parents and pupils as next of kin, family members, emergency contacts or any other persons who may be indicated as necessary. We refer to these individuals as (“you,” “your”) in this notice. This privacy notice informs you of how we process your personal data and that of your child(ren).

3. How we collect your personal data

We collect personal data directly from you when you approach us for education services. We collect data about your next of kin, family members, emergency contacts or any other person as may be necessary indirectly from you. When you give us any information about other people, you must ensure that they have notice of this privacy notice and are comfortable with you disclosing such information.

4. Categories of personal data we collect

We process the following categories of personal information about you: Biodata including your name, contact information, identification information, financial information, location data, occupation and photographs or video footage during our school activities or CCTV monitoring. We also process sensitive personal data such as your sex, information relating to your family, religion, property details, marital status, and health data. We process the following data relating to your child(ren): biodata including name, photograph, date of birth, nationality, health data, religion, proposed date of entry, academic records, the school activities they take part in, disciplinary and safeguarding records, attendance records, any learning support needs and photographs or video footage during our school activities or through CCTV monitoring. In relation to your family members, next of kin we may process their biodata including names, contact information, location data and financial information and sensitive personal data including health data, religion, and property details.

5. How we use your personal data

The information you provide us will be used to facilitate your child’s schooling and development at Pembroke. Your child’s health information is used to provide healthcare services

to them and to make the necessary adjustments for their wellbeing. We may also use your information to provide you with our details on your child(ren)'s welfare, academic performance and any additional products and services we may offer. We also use your information to inform you of any events or changes within the school and to contact you in case of emergencies. The information you provide may also be used to qualify your child for scholarships or bursaries. We record CCTV footage in order to safeguard our pupils, staff and premises. We may also use photographs or video footage collected by during our school activities or events for promotional materials, advertising, display around school or on our social media sites. Where we use your photographs or video footage, we will seek prior consent. You can withdraw this consent at any time by contacting us on dpo@pembrokehouse.sc.ke.

Should we need to use your personal data for any other purpose not related to those from those listed above, we will inform you beforehand. Should you fail to provide any or all the information requested in this form, we may not be able to offer our full range of services to you or offer our services as effectively as we wish to.

6. Sharing your personal data

We share your personal data within Pembroke on a need-to-know basis. We also share your data with other third parties who help us provide services to you or your child (for example health care practitioners, hosts during our school trips and extra-curricular tutors). We may also share your information when required by law or court order. We take all reasonable steps to secure your data whenever we share it with third parties including vetting all third parties and signing processing agreements with them. You can read more about what information may be shared in what circumstance in our full privacy policy.

7. International data Transfers

Being a British curriculum school, we transfer your data and that of your child(ren) internationally to British education regulators. We may also transfer data internationally to schools or other international organizations at your request. Lastly, Pembroke uses third party processors like ICT providers to process your child's data. We only share your data internationally to countries with appropriate safeguards as determined by law. We also put in place additional measures like processing agreements to safeguard your data. You can read more about what information may be transferred internationally and in what circumstance in our full privacy policy.

8. Lawful grounds for processing your personal data

We only process children's data based on informed consent. We need your child(ren)'s data for the purposes outlined above. We may share this data with our approved third-party service providers or transfer it internationally as outlined above. You have the right to withdraw consent at any time by emailing the school your request at dpo@pembrokehouse.sc.ke.

We process personal data relating to parents and family members on the following legal bases: - to provide educational and developmental services to your child and for related purposes, to comply with our legal obligations, for other legitimate interests and for historical, statistical, journalistic, literature and art or scientific research purposes.

We rely on consent to process data like photographs, video footage and contact information for commercial purposes. We also rely on consent to transfer any sensitive personal data internationally. We may share this data with our approved third-party service providers as outlined above. You have the right to withdraw consent at any time by emailing the school your request at dpo@pembrokehouse.sc.ke.

9. Data Security

Pembroke takes all appropriate technical, physical, legal, and organizational measures, which are consistent with applicable privacy and data security laws and our data protection policy. These measures include a range of data protection policies, role-based access control, secure

physical storage facilities, CCTV cameras and efficient back-up and log procedures. You can read more about how we secure your data in our full privacy policy.

10. Data Retention

We do not hold personal data indefinitely. We have policies and procedures in place that specify how long we keep your data in line with the law. We have also selected appropriate disposal methods for your personal data. You can read more about our retention and disposal procedures in our full privacy policy. If you no longer wish for us to hold your data, you can contact us on dpo@pembrokehouse.sc.ke.

11. Sensitive Personal Data

It is necessary for us to process personal data about you and your child to perform our obligations, to facilitate your requests, to protect your child's vital interests, to exercise or defend legal claims or for other legitimate interests. We may share this data or transfer it internationally as described above. We acknowledge the need to secure this data and keep it more confidential and, in most cases, we keep your sensitive data separate from other categories of personal data and employ additional safeguarding measures from those mentioned above. You can read more about how we protect sensitive information in our full privacy policy.

12. Your rights and duties

You have the right to be informed of the use of your personal data. You also have the right to access to your information and to ask us to correct, erase and restrict the use of your information. Additionally, you have the right to object to your information being used by us and to receive your personal data in a structured, commonly used, and machine-readable format and to transmit the data to another data controller or data processor without any hindrance. Where you have provided consent for use of your child's information, the transfer of your sensitive data internationally, the use of your personal data for commercial purposes or any other consent, you may withdraw your consent at any time. You also have the right to human intervention in any automated decision-making we may undertake using your data.

You have a duty to promptly inform us of any changes in your personal information. If you wish to exercise any of the above rights or duties, please contact us on dpo@pembrokehouse.sc.ke.

We may contact you periodically to verify your personal information and to inform you of any changes in our privacy policy.