

Privacy & Student Records Policy

隐私与学生学籍政策 | Effective 24 August 2026

1. Purpose and scope | 目的与范围

This policy explains how Kiwi Academy collects, uses, stores, shares, corrects, and protects student and family information. It applies to admissions, enrollment, instruction, assessment, student support, finance, safeguarding, and registrar operations.

本政策说明学校在招生、教学、评价、学生支持与学籍事务中如何处理学生及家庭信息。

2. Data collected and lawful use | 信息收集与使用

The school collects only information reasonably needed for education and administration, including identity and contact details, guardian information, prior records, attendance, coursework, grades, support needs, payments, consents, communications, and document-delivery history.

Information is used to assess applications, deliver the programme, maintain records, communicate, protect safety, meet legal duties, issue credentials, and respond to authorized verification requests. Sensitive information is limited to authorized personnel and used only for a stated purpose.

3. Minors, access, correction, and consent | 未成年人、查阅与更正

For a minor, the school obtains parent or guardian participation and consent where required. Students and authorized guardians may request access to or correction of records by contacting the Registrar. The school verifies identity and authority before releasing protected information.

4. Sharing and cross-border disclosure | 信息提供与跨境传输

The school may share the minimum necessary information with contracted service providers, professional advisers, safety authorities, regulators, receiving institutions, credential evaluators, or other recipients authorized by the student or guardian. Cross-border disclosure occurs only for an identified education or records purpose and with appropriate notice, consent, and safeguards where required.

5. Security, retention, and incidents | 安全、保存与事件处理

Permanent records include the final transcript, credits, graduation status, credential identifiers, and award register. The cumulative student file is retained for at least 10 years after leaving; supporting assessment evidence for at least 5 years; requests, consents, and release logs for at least 5 years; and unsuccessful admissions files for 2 years unless a longer period is required.

The school uses role-based access, secure accounts, backups, release logs, and reasonable technical and organizational safeguards. A suspected data incident is assessed, contained, documented, and notified when required.

6. Contact and complaints | 联系与投诉

Privacy and student-record questions: registrar@kiwiacademy.org. Address: 57 Gongye South Road, Lixia District, Jinan, Shandong, China. This policy is read together with applicable laws of the People's Republic of China, including rules protecting personal information and minors.