

Data Protection Protocol and Policy

Al Rawabi Private School

Updated September 2024

1. Purpose

This policy outlines Al Rawabi Private School's commitment to protecting the privacy and personal data of its stakeholders, including students, parents, employees, and external partners. It ensures compliance with local and international data protection standards, fostering trust and accountability.

2. Scope

This policy applies to all staff, contractors, and service providers handling personal data across all school operations, whether digital or paper-based.

3. Key Definitions

- **Personal Data:** Any information that identifies or could identify an individual, such as names, addresses, or student performance records.
- **Sensitive Data:** Information including health records, financial details, and other data requiring higher levels of protection.
- **Processing:** Any activity involving personal data, such as collecting, storing, sharing, or deleting it.

4. Data Protection Principles

Al Rawabi Private School adheres to the following principles:

1. **Lawfulness, Fairness, and Transparency:** Data is processed lawfully, fairly, and transparently.
2. **Purpose Limitation:** Data is collected for specific, legitimate purposes and not processed further in incompatible ways.
3. **Data Minimization:** Only data strictly necessary for operational or educational purposes is collected.
4. **Accuracy:** Personal data is accurate, up-to-date, and corrected if inaccuracies are identified.
5. **Storage Limitation:** Data is retained only for as long as necessary to fulfill its purpose and legal obligations.
6. **Integrity and Confidentiality:** Data is protected against unauthorized access, loss, or damage.



5. Responsibilities

1. **Data Protection Officer (DPO):** Oversees compliance, provides training, and serves as a point of contact for data-related concerns.
2. **Employees:** Must adhere to the protocol and report data breaches or concerns immediately.
3. **Third Parties:** External contractors and partners must comply with this policy through contractual agreements.

6. Data Collection and Processing Protocol

1. **Consent:** Obtain explicit consent where required, especially for sensitive data.
2. **Transparency:** Inform stakeholders about the purpose, use, and retention of their data via privacy notices.
3. **Access Control:** Limit access to data based on roles and responsibilities.
4. **Encryption:** Use secure encryption methods for digital storage and transmission of sensitive data.
5. **Paper Records:** Store physical documents securely in locked cabinets with restricted access.

7. Data Subject Rights

Stakeholders have the right to:

1. **Access:** Request access to their personal data.
2. **Correction:** Correct inaccurate or incomplete information.
3. **Deletion:** Request deletion of data where applicable.
4. **Data Portability:** Request data transfer to another institution where feasible.
5. **Objection:** Object to specific processing activities.

8. Data Sharing

1. **Internal Sharing:** Data is shared internally only when necessary and in alignment with operational goals.
2. **External Sharing:** Data is shared with third parties only under binding contracts ensuring data protection compliance.



9. Data Breach Protocol

1. **Identification:** Immediately report suspected or actual breaches to the DPO.
2. **Containment:** Take measures to limit the breach's impact.
3. **Notification:** Inform affected stakeholders and regulatory authorities within one week.
4. **Review:** Investigate the breach and implement measures to prevent recurrence.

10. Data Retention

1. **Student Records:** Retained for 3 years after graduation or transfer.
2. **Employee Records:** Retained for 5 years after employment ends.
3. **Financial Data:** Retained as per legal and accounting standards.

11. Training and Awareness

All staff will receive regular training on data protection principles, school policies, and their specific responsibilities.

12. Compliance and Monitoring

Regular audits and reviews will be conducted to ensure adherence to this policy. Non-compliance may result in disciplinary action.

13. Policy Review

This policy will be reviewed annually or as required to reflect updates in legal, educational, or technological standards.