

## **GEMS Cambridge International Private School Sharjah** **Data Protection Policy**

**Last Amendment:** September 2023

**Policy Review Date:** September 2024

### **Introduction**

At GEMS Cambridge International School (GCS) we believe that the protection of all data is in the best interest of staff and students. The School collects and uses personal information about staff, students, parents and other individuals who come into contact with the School. This information is gathered in order to enable the provision of education and other associated functions. In addition, the School may be required by law to collect, use and share certain information.

The School issues a Privacy Notice to all students/parents, this summarises the information held on pupils, why it is held and the other organisations to whom it may be passed on to.

### **Aims**

This policy sets out how the School deals with personal information correctly and securely and in accordance with the expectation of confidentiality.

This policy applies to all personal information however it is collected, used, recorded and stored and whether it is held on paper or electronically.

All School staff involved with the collection, use, processing or disclosure of personal data will be aware of their duties and responsibilities and will adhere to this policy.

### **Definition Personal Information/data**

Personal information or data is information which relates to a living individual who can be identified from that data, or from that data in addition to other information available to them. Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that identifies them. This includes students' mark sheets and pertains to emails as well as other confidential documentation.

### **Data Protection Principles**

The Data Protection principles to be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;

2. Personal data shall be obtained only for one or more specified and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
6. Personal data shall be kept secure i.e. protected by an appropriate degree of security;
7. Personal data shall not be shared without the written permission of the subject/student/parent;
8. Laptops and email accounts to be logged out of when staff are not at their laptops/computers;
9. In class pop-up emails disabled to protect student information during lessons.

### **Commitment**

The School is committed to maintaining the above principles at all times.

Therefore, the School will:

- Inform individuals why personal information is being collected;
- Inform individuals when their information is shared, and why and with whom;
- Check the accuracy of the information it holds and review it at regular intervals;
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in;
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded;
- Ensure that personal information is not retained longer than it is needed;
- Ensure that when information is destroyed that it is done so appropriately and securely;
- Share personal information with others only when it is appropriate to do so;
- Comply with the duty to respond to requests for access to personal information, known as Subject Access Requests;
- Ensure that personal information is not transferred/shared without the appropriate safeguards;
- Ensure all staff are aware of and understand these policies and procedures.

### **Complaints**

Complaints will be dealt with in accordance with the School's complaints policy. Complaints relating to the handling of personal information may be referred to the Principal.

**Review**

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Principal, or nominated representative.