



1. INTRODUCTION

EFIA recognizes that effective record management is critical to efficient school operations, transparency, and compliance with ADEK regulations. The school is committed to maintaining accurate, secure, and up-to-date records for students, staff, governance, and administrative matters while adhering to the **UAE Federal Data Protection Law (Decree Law No. 45 of 2021)**.

2. PURPOSE

- To ensure EFIA maintains complete, accurate, and accessible records in both digital and physical formats.
- To establish clear procedures for creating, maintaining, storing, and disposing of school records.
- To protect personal and institutional data in compliance with ADEK and UAE legal requirements.
- To support transparent communication and accountability across all departments

3. SCOPE

This policy applies to:

- All EFIA departments (Academic, HR, Finance, Administration, Inclusion, and Health).
- All forms of records- digital, physical, or cloud-based generated or received by the school.
- All staff responsible for record handling, storage, or reporting.

4. TYPES OF RECORDS MAINTAINED AT EFIA

Category	Examples of Records	Storage Duration	Responsible Department
Student Records	Personal details, attendance, assessments, behavior logs, DLPs, medical reports	5 years post-withdrawal; graduation records kept permanently	Academic & Admin
Staff Records	Employment details, Personal information, qualifications, performance, leave	5–7 years after exit	Registration
Financial Records	Invoices, budgets, audit reports, fee statements	As per Financial Law No. 1 of 2017	Accounts
Administrative Records	Facilities, HR, visitor logs, contracts, inspection reports	Minimum 5 years	Administration
Governance Records	Board minutes, policies, annual reports, improvement plans	Minimum 5 years	Principal's Office



5. DATA PRIVACY AND PROTECTION

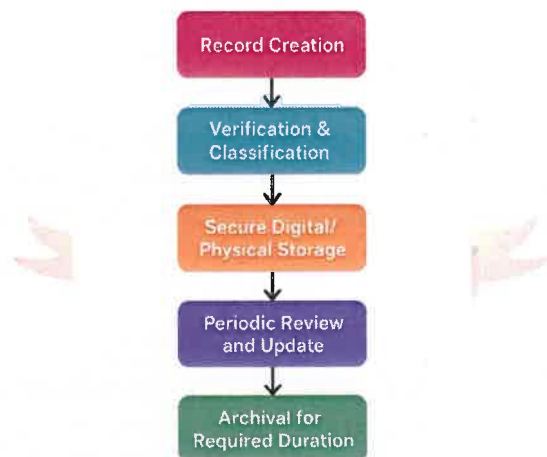
EFIA is committed to safeguarding personal data and maintaining confidentiality in line with UAE Federal Decree Law No. (45) of 2021.

Data Protection Framework:

- **Access Control:** Only authorized staff can access sensitive information.
- **Classification:** Records categorized as *Public*, *Restricted*, or *Confidential*.
- **Data Breach Management:** Any digital or physical breach must be reported immediately to the Principal and logged for ADEK review.
- **Storage Security:** Records stored in password-protected systems and secured filing rooms.
- **Data Review:** Annual internal audits conducted by the HR/Admin department.

6. EFIA RECORD MANAGEMENT FLOWCHART

EFIA RECORDS FRAMEWORK



7. CONCLUSION

EFIA recognizes effective record management is central to operational excellence. By implementing structured processes for documentation, storage, and review, the school ensures that all records are handled responsibly, securely, and in line with legal and regulatory expectations.

8. POLICY REVIEW & APPROVAL

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process



REF: EFIA /PLCY -011/2025-26

Issue Date: 11/03/2025

	Name	Signature	Date
Policy Reviewed by:	Ms. Raufia Salam (Vice Principal)		08/03/2025
Policy Approved by:	Mr. Saji Oommen (Principal)		11/03/2025

Date of Next Review: 01/03/2026



