



LEADERS PRIVATE SCHOOL, SHARJAH

DATA PROTECTION POLICY

This document outlines our privacy policy for Leaders Private School, Sharjah.

Your privacy is important to us. It is our policy to respect your privacy regarding any information we may collect from you across our website-www.leadersprivateschool.com or thorough other sites/media/links we provide.

This policy should be read in conjunction with the E-Safety Policy, Cyber Safety Policy , AUP & BYOD.

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PURPOSE

This policy explains the general principles that will be used by the school in processing data and how you can complain if you feel that we have used your data incorrectly. The appendices explain, for specific types of data, how and why personal data will be used and how long it will usually be retained for.

GENERAL STATEMENT

The school is committed to maintaining these principles and will therefore:

- Inform individuals why the information is being collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and accuracy of the information it holds
- Ensure the information is not retained for longer than necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with subject access requests
- Ensure our staff are aware of and understand our policies and procedures.

PARENT/GUARDIAN & STUDENT PRIVACY NOTICE

DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and keep up to date.

- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

- For parents or guardians: the information that was provided on our admissions enquiry form, including name, title, address, telephone numbers, Emirates ID Number, personal email address, payment information and any other information that was provided voluntarily.
- For Students: date of birth, gender, education history, Emirates ID Number, academic results, academic work, information about their behaviour and photographs

We may also collect, store and use the following more sensitive personal information:

- Information about race or ethnicity, religious beliefs.
- Information about health, including any medical condition, health and sickness records.
- Information about any special educational needs.

DISCLOSING INFORMATION ABOUT YOU TO THIRD PARTIES

- We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.

DATA SECURITY

- We have put in place appropriate security measures to prevent any personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
- We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

We will retain your personal information for a period of three years after your child has passed out the school age.

If we wish to retain personal information on file, on the basis that a further opportunity may arise in future, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Under certain circumstances, by law you have the right to:

- Request access to your personal information.
- This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation, which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- Request the transfer of your personal information to another party.
- All queries concerning data protection matters should be raised with the Data Protection Officer.

EMPLOYEE PRIVACY NOTICE

HOW YOUR INFORMATION WILL BE USED

As your employer, Leaders Private School needs to keep and process information about you for normal employment purposes. The information we hold and process will be for our management and administrative use only. We will keep and use it to enable us to run the school and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interest of the school and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable, in some circumstances, to comply with our obligations and we will tell you about the implications of that decision.

WHO PROVIDES THE INFORMATION WE HOLD

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager/Head of Department, or in some cases, external sources, such as referees.

WHAT SORT OF INFORMATION DO WE HOLD?

The sort of information we hold includes

- application form and references, your contract of employment and any amendments to it
- correspondence with, or about you, for example, criminal records checks; letters to you about a pay rise or, at your request
- information needed for payroll, benefits and expenses purposes
- contact and emergency contact details
- records of holidays, sickness and other absence
- records relating to your career history, such as training records, appraisals, other performance measures and where appropriate, grievance and disciplinary records
- Where necessary, we may keep information relating to your health, which could include reasons for absence and Doctor Reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay, and life insurance policies
- In addition, we monitor computer and telephone/mobile telephone use as detailed in our E-Safety policy

DISCLOSING INFORMATION ABOUT YOU TO THIRD PARTIES

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.

DATA RETENTION

Your personal data will be stored indefinitely because it may be needed for child protection reasons or for us to use to defend ourselves in legal cases.

If, in the future we intend to process your personal data for a purpose other than that for which it was collected, we will ask your permission.

EMPLOYEE RIGHTS

You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing, as well as, in certain circumstances, the right to data portability. All queries concerning data protection matters should be raised with the Data Protection Officer.

CHANGES TO THIS POLICY

At our discretion, we may change our privacy policy to reflect current acceptable practices. We will take reasonable steps to let users know about changes via our websites.
