

PERSONAL DATA POLICY

- All staff and parents must have a general understanding of the law and understand how it may affect their decisions in order to make an informed judgement about how information is gathered, used and ultimately deleted. All staff must read, understand and comply with this policy
- All personal data records held by the school are obtained ,processed, used and retained in accordance with rules of data protection.
- Appropriate access privileges of the different data classes are assigned to different users according to their needs
- Users under school domain can only access our e learning platforms.
- Public data intended for all users are published in school website, for example, school announcement.
- All end users of e learning plat forms should install and configure anti-virus software in order to protect data.
- Parents can report any complaints related to data protection to class teachers and class teachers must notify Top Admin
- Data backup should be performed and monitored at regular intervals. Periodically, it is advised to perform a trial restoration to verify that files could be properly backed up
- Data communications are encrypted and password protection feature is available in school application software for protecting documents containing sensitive data
- The School shall process personal data of children and staff in a manner that protects and advances the rights and best interests of the individual.
- The virus monitoring and real time alert functions should be activated in all servers and workstations
- For security incident handling a team is assigned including teachers, supervisors, top admin and IT personals.