



HABITAT SCHOOL
AL TALLAH, AJMAN, UAE

**FAIR
PROCESSING
NOTICE (2023-24)**

FAIR PROCESSING NOTICE

What is the purpose of this Notice?

The school is committed to respecting your privacy and protecting your personal information. This Notice is intended to provide you with information about what information we are gathering about students, parents and staff, how and why we process this information.

What information do we collect?

The types information that we collect include:

- Names, contact details including emergency contacts
- Characteristics such as language, nationality, country of birth.
- Medical information
- Admissions information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Information relating to student behaviour
- Attainment records and assessment results
- Reported accidents
- Safeguarding information
- Special educational needs information
- Photographs
- CCTV footage

We may also receive some information from MOE and other schools.

How we collect information

We may collect information from you whenever you contact us or have any involvement with us for example when you:

- Approach for admission enquiry / registration
- Create or update a profile in our website
- Take part in our events

- Contact us in any way including online, email, phone, SMS, social media or post where we collect information from

What is the purpose of collecting and using information

The purposes for which the School collects personal information are as follows: -

- To manage admissions
- To complete registration process as per MOE requirements
- To support children with medical conditions, allergies and Special Education Need students (SEN) or students of determination.
- To monitor attendance
- For assessment and examination purposes
- For health and safety purposes
- To address safeguarding concerns
- To promote the school and celebrate educational achievement
- To ensure that the school is safe and secure
- To allow cashless payments to be made

Who will we share information with?

We do not share information about our students, staff and parents with anyone without consent unless the law and our policies allow us to do so.

We share information with:

- Legal entities like MOE, CBSE etc.
- Service providers who provide learning platforms and communication tools. We select our third party service providers with care. We provide these third parties with the information that is necessary to provide the service and we will have an agreement in place that requires them to operate with the same care over data protection as we do.

How we keep your information safe

We understand the importance of keeping your personal data secure and take appropriate steps to safeguard it.

We always ensure only authorised persons have access to your information, which means only our employees and vendors, and that everyone who has access is appropriately trained to manage your information.

We reserve the right to amend this privacy statement in the future. Any changes we make to this notice will be posted on this page and where appropriate, notified to you by email.