



Gulf Indian High School, Dubai



GIHS DATA PROTECTION POLICY **(2023-2024)**

Approved & Adopted on	03/04/2023	To be reviewed	Quarterly
Reviewed by	Governing Body	Signed	

What is this Policy?

A Data Protection Policy is a statement that sets out how the organization protects personal data. This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the legislation. It will apply to personal information regardless of the way it is used, recorded and stored. The policy applies to all school staff, parents, students and others as the measures under the policy relate to them. Data will be stored securely so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data will be protected by the school.

Scope of the Policy

- Personal data is any information that relates to any individual within the school premises, whether that individual is a staff, student, a visitor or others.
- The School collects a large amount of personal data every year including: students 'records, staff records, names and addresses, examination marks, references, fee collection as well as the many different types of other information.
- In addition, it may be required by law to collect and use certain types of information from Emirates ID to comply with statutory obligations of governmental Authorities, government agencies and other parties.

DATA Protection:

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

Obtain and process Personal Data fairly:

Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students, etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly.

Consent:

Where consent is the basis for provision of personal data, (e.g. data required to use the student's photo or any other optional school activity) the consent must be a freely-given, specific, informed and unambiguous indication of the data subject's wishes and is based on GIHS Social Media Photo uploading consent.

Keep personal data safe and secure:

Only those with a genuine reason for doing so may gain access to the information. Personal Data is securely stored and protected with computer software and password protection in the case of electronically stored data.

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

- Inform individuals why the information is being collected when it is 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 clear and robust safeguards are in place to protect personal information from loss, and unauthorized disclosure, irrespective of the format in which it is recorded.

At our school we will:

- At all times take care to ensure the safe keeping of personal data, minimizing the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data or their computer is locked when left unattended.
- Transfer data using trusted mediums and devices.
- When personal data is stored on any portable computer system, USB stick or any other removable media:
 - the data must be encrypted and password protected.
 - The device must be password protected.
 - The device must offer approved virus and malware checking software.
 - The data must be securely deleted from the device, in line with school policy

once it has been transferred or its use is complete.

- The school has deployed appropriate technical controls to minimise the risk of data loss or breaches.
- All access to personal or sensitive information owned by the school will be controlled appropriately through technical and non-technical access controls.
- Users should be vigilant when accessing sensitive or personal information on screen to ensure that no one else, who may be unauthorized, can read the information.
- All access to information systems should be controlled via a suitably complex password.
- All access to the school information management system will be on a need-to-know or least privilege basis.
- All information on school servers shall be accessed through a controlled mechanism, with file permissions allocated and assessed on a need to know/least privilege basis.
- All communications involving personal or sensitive information (email, fax or post) should be appropriately secured.

Emails:

We always use the **school's email in all our data transactions** either between school members themselves, or while communicating any external party.

External Storage devices:

- Regularly updated Anti-Virus software should be present on all machines from which the data is taken from and machines on which the data is to be loaded.
- For sensitive data transferring, make sure to not share the storage device with others, or to make it accessible by any unauthorized person.



GIHS CYBER SAFETY TEAM

NAME	ROLE	EMAIL
MR. MUHAMMAD ALI	PRINCIPAL	principal@ghsdubai.com
MR.SHIBU	IT CO-ORDINATOR	shibu@ghsdubai.com
MRS.SHANI JANISA	SAFETY OFFICER(M/S)	shani@ghsdubai.com
Mr. SIJIN SEBASTIAN	SAFETY OFFICER (A/S)	sijin@ghsdubai.com