



المدرسة الإنجليزية الخاصة  
**THE ENGLISH PRIVATE SCHOOL**  
Umm Al Quwain

Tel : +971-7649799, Fax : +971-7649899

Website : [www.teuag.com](http://www.teuag.com) email : [teschool@emirates.net.ae](mailto:teschool@emirates.net.ae)

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## **DATA PROTECTION POLICY**

### **PERSONAL DATA PRIVACY FOR STUDENT - PARENT**

This privacy notice explains how we collect, store and use personal data about our Students & Parents .

We are obliged to inform you of the information we hold on you and your child(ren), what we use it for and who we share it with.

#### **The personal data must be:**

- ❖ Fairly and lawfully processed
- ❖ Processed for limited purposes
- ❖ Adequate, relevant and not excessive
- ❖ Processed in accordance with the data subject's rights
- ❖ Secure
- ❖ Only transferred to others with adequate protection

#### **The school will ensure that:**

- ❖ It will hold the minimum personal data necessary to enable it to perform its function and it will be used for the purposes it was collected for.
- ❖ Every effort will be made to ensure that data held is accurate, up to date
- ❖ **The School has a Data Protection Policy**
- ❖ Arrangements for the security, storage and transfer of personal data
- ❖ **DATA BACKUP:** Students/Parents Data are kept on the School Local Server ( with Cloud Backup)
- ❖ **Access to Student/Parent Data is restricted through Secure Login** (appropriate to the Employees Designation )
- ❖ Minimum Details (like Student Name, Roll No, Date of Birth, Nationality etc) are allowed to store / process/ transfer in Portable Storage Devices.
- ❖ Instructed the Staffs to keep the personal data safe & secure , to minimize the risk of its misuse.
- ❖ All office Computers are protected with approved virus and malware checking software



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## **DIGITAL IMAGES & VIDEOS**

Photographs and Video images of students in The English Private School are routinely created for the purpose of documenting Student Achievements and to share school's Educational and Entertainment Programs with the entire community.

Videos & Photographs of School Activities may be submit to Newspapers, may be publish in School Website ([www.teuq.com](http://www.teuq.com)) / School Publications or may be posted in Official Social Media Networks to share the School's positive vibe and updates.

Your child's name or any other personally identifiable information will not appear with the Videos/Photos, without your permission.

## **WHY WE COLLECT AND USE THIS INFORMATION**

**We use the Student and Parent data to:**

- ❖ Support Student learning
- ❖ To monitor and report on Student progress
- ❖ To provide appropriate pastoral and medical care
- ❖ For safeguarding and Student welfare purposes
- ❖ Administer admissions waiting lists
- ❖ For research & analysis purposes
- ❖ To inform you about school events
- ❖ To assess the quality of our services
- ❖ To comply with the law regarding data sharing

## **STORING STUDENT / PARENT DATA**

We hold Student data whilst Students attend our School. We have a legal obligation to keep information beyond their attendance at the school

We have Data Protection and procedures in place, including strong organisational and technical measures.

- ❖ **Student Files are kept at the Office securely.**
- ❖ **DATA BACKUP:** Students/Parents Data are kept on the School Local Server ( with Cloud Backup)
- ❖ **Access to Student/Parent Data is restricted through Secure Login** (appropriate to the Employees Designation )
- ❖ Minimum Details (like Student Name, Roll No, Date of Birth, Nationality etc) are allowed to store / process/ transfer in Portable Storage Devices.



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- ❖ Staffs are requested to limit the usage of USB Pen drives and if necessary, use it properly & securely.
- ❖ Staffs are instructed to keep consistently required Student Information securely in Google Drive/Microsoft One Drive.

## **WHO WE SHARE STUDENT INFORMATION WITH**

We routinely share Student information with appropriate external agencies to meet our legal obligation. **We do not share information about our Students with anyone without consent unless the law and our policies allow us to do so.**

The agencies who we routinely share Student information with include:

- ❖ **The Ministry of Education, UAE**
- ❖ **Health & Safety Authorities**
- ❖ **Educators and Examining Bodies**
- ❖ **Approved Charity & Social Welfare Organisations**
- ❖ **Professional Advisers and Consultants – for Career Guidance**
- ❖ **Schools that the Student's attend after leaving us.**
- ❖ **Other Relevant Organisations ( as per the approval from the Authority)**

The Categories of Student & Parent Information that we **Collect, Hold and Share**

## **STUDENT**

- ❖ Name
- ❖ Address
- ❖ Date of Birth
- ❖ Passport & Emirates ID Details
- ❖ Photos
- ❖ Gender
- ❖ Ethnicity
- ❖ Religion
- ❖ Nationality
- ❖ Preferred Language
- ❖ Country of birth
- ❖ Special educational needs information
- ❖ Medical Conditions and relevant medical information -
- ❖ Attendance Information



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- ❖ Assessment Information - data scores, tracking, and internal and external testing
- ❖ Behavioural information – Disciplinary Procedures
- ❖ CCTV images
- ❖ Other Relevant Information as per the School Requirements

**We may also hold data about Students that we have received from other organisations, including other schools, local authorities and the Department for Education**

### **PARENT/GUARDIAN**

- ❖ Name
- ❖ Address ( Personal & Official)
- ❖ Telephone number
- ❖ Email address
- ❖ Date of Birth
- ❖ Emergency Contact telephone number
- ❖ Passport & Emirates Id Details
- ❖ Income/Benefit details
- ❖ Other Relevant Information as per the School Requirements

*This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).*

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