



AL BASMA BRITISH SCHOOL

GDPR Policy

Privacy Notice

At Al Basma School, we respect your privacy and handle your personal data according to the GDPR. We collect and use information to support education, communicate with families, and comply with legal requirements.

Your data may be shared with school staff, education authorities, and trusted service providers.

We protect your information with appropriate security measures.

You have rights to access, correct, or request deletion of your data.

For any questions or to exercise your rights, please contact our Data Protection Officer at:

salam@albasmaschool.ae

1. Applicability

Even though the school is located outside the UK, as we **follow the British curriculum**, report to UK organisations such as our exam boards (Pearson, Cambridge, Oxford AQA), and handle data about **UK citizens or residents**, the **UK GDPR** principles still apply.

Local **data protection laws** (e.g UAE Data Protection Law and ADEK requirements) are also followed.

2. Core GDPR Principles

We ensure that **personal data** (students, parents, staff, etc.) is:

1. **Lawfully, fairly, and transparently processed**
 - We are transparent on what data is collected and why.
2. **Collected for specific, explicit purposes**
 - We only collect what's needed for education, safeguarding, or legal compliance.
3. **Adequate, relevant, and limited**
 - We don't gather or store unnecessary information.
4. **Accurate and up to date**
 - We regularly check and correct records (especially contact details).
5. **Stored no longer than necessary**
 - We have a **retention schedule** for data (e.g. student physical files retained as per ADEK's directive).
6. **Processed securely**
 - We protect against unauthorised access, loss, or damage (password protection, limited access, secure cloud storage).

3. Lawful Bases for Processing in Schools

We process data under these lawful bases:

- **Public task / legitimate interest:** Delivering education and managing the school.
- **Legal obligation:** Meeting regulatory requirements (e.g. ADEK, exam boards, safeguarding).
- **Consent:** For optional activities (e.g. photos, marketing, trips).
- **Vital interests:** Protecting a child in emergencies.

4. Rights of Data Subjects

Students, parents, and staff have the right to:

- **Access** their data (subject access request).
- **Request correction or deletion** (within limits of school obligations).
- **Restrict or object** to processing (e.g. withdrawal of consent).
- **Data portability** (rarely used in schools).

The school will respond to such requests **within one month**, but charges may be applicable for man power and copying charges.

5. Data Sharing and Third Parties

- We only share data with trusted, compliant third parties (e.g. exam boards, GL Assessment, ADEK, the government).
- We ensure **Data Processing Agreements (DPAs)** are in place for all vendors.
- Any data transferred to the UK or EU meets **adequate protection standards**.

6. Data Breaches

- Any **loss, leak, or unauthorised access** to personal data will be recorded and assessed.
- If the breach poses a high risk (e.g. student data exposure), it will be reported to the **UK ICO** (if UK citizens affected) and the **UAE regulator** within **72 hours**.

7. Accountability and Documentation

- Our **Data Protection Officer (DPO)** is our administration manager. .
- They maintain our **Data Protection Policy, Privacy Notices, Data Breach Log, and Staff Training Records**.
- They will conduct **annual GDPR and data security training** for staff.

May 2025

GDPR ESSENTIALS FOR STAFF

BRITISH INTERNATIONAL SCHOOL

WHERE DOES GDPR APPLY?

GDPR applies to all personal data handled in this school – whether about students, parents, or staff – and includes data shared with UK exam boards or other organisations.

CORE PRINCIPLES – WHAT YOU MUST DO

- ✓ Be lawful and fair – only use personal data for clear, school-related purposes
- ✓ Be transparent – make sure students and parents know how their data is used
- ✓ Limit what you collect – gather only the information you need
- ✓ Keep it accurate – update records when details change
- ✓ Keep it secure – store data safely and never share logins or passwords
- ✓ Delete it when no longer needed – follow the school's retention schedule

PRACTICAL STEPS FOR EVERY STAFF MEMBER

-  Always follow the school's **Privacy Policy** and **Data Protection Policy**.
-  Use encrypted drives or approved cloud storage for all digital data.
-  Lock your device whenever you step away, never leave student data visible
-  Ask for consent before taking or using photos or videos of students.
-  Report any *data breach* or lost device immediately to the DPO or SLT
-  Handle student information professionally – as you would your own.