

Data Protection Policy

1. Introduction

Hejaeya International School is committed to protecting the personal data of our students, parents, staff, and any other individuals whose data we process. This policy outlines how we collect, use, store, and protect personal data in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR) and other relevant local regulations.

2. Purpose of Data Collection

We collect personal data to:

- Provide educational services to our students.
- Maintain communication with parents and guardians.
- Manage staff and employee records.
- Ensure the safety and well-being of students and staff.
- Comply with legal obligations.

3. Types of Data We Collect

The types of personal data we collect include, but are not limited to:

- **Student Information:** Name, date of birth, contact information, health details, academic records, and attendance data.
- **Parent/Guardian Information:** Contact details, relationship to the student, and communication history.
- **Staff Information:** Personal contact details, employment records, payroll data, and professional qualifications.
- **Visitor Information:** Contact details and visit records.

4. Legal Basis for Processing Data

We process personal data based on the following legal grounds:

- **Consent:** We will ask for consent to process personal data where required, particularly in cases involving special categories of data (e.g., health data).
- **Contractual Obligation:** Data processing necessary for fulfilling educational contracts with students or employment contracts with staff.
- **Legal Obligation:** Data processing required to meet legal obligations.

- **Legitimate Interests:** Data processing necessary for the legitimate interests of the school, including safeguarding and administrative purposes.

5. How We Use Personal Data

We may use personal data for:

- Educational purposes, including assessments, reporting, and progress tracking.
- Communication with parents, guardians, and staff.
- Managing student safety and well-being.
- Compliance with legal and regulatory requirements.
- Staff management, including payroll, performance management, and other employment-related functions.

6. Data Security and Confidentiality

We take appropriate technical and organizational measures to protect personal data from unauthorized access, disclosure, alteration, and destruction. These measures include:

- Encryption and secure storage of data.
- Restricted access to personal data, only available to authorized personnel.
- Regular data protection training for staff.

7. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. Once the data is no longer needed, it will be securely deleted or anonymized.

8. Rights of Individuals

Under data protection laws, individuals have the following rights:

- **Right to Access:** Individuals can request access to their personal data.
- **Right to Rectification:** Individuals can request corrections to inaccurate or incomplete data.
- **Right to Erasure:** Individuals can request the deletion of their personal data under certain conditions.
- **Right to Restrict Processing:** Individuals can request limitations on the processing of their personal data.
- **Right to Object:** Individuals can object to the processing of their personal data under certain circumstances.
- **Right to Data Portability:** Individuals can request a copy of their personal data

- in a commonly used format to transfer to another service provider.

Requests related to these rights should be directed to the Data Protection Officer (DPO).

9. Data Protection Officer (DPO)

Hejaeya International School has appointed a Data Protection Officer (DPO) to ensure compliance with data protection laws and to handle any queries related to data protection.

DPO Contact Information:

Name: Nasser Abunuwara

Email: dpo@his.ly

Phone: 00218912146268

10. Sharing of Data

We do not share personal data with third parties, except in the following cases:

- When required by law or regulation.
- To trusted third-party service providers who assist us in providing educational and administrative services.
- To parents, guardians, or others with the student's consent.

11. International Transfers

In some cases, personal data may be transferred to countries outside the country where the data was originally collected. If this happens, we ensure that adequate safeguards are in place to protect the data, in accordance with applicable data protection laws.

12. Policy Review

This Data Protection Policy will be reviewed annually to ensure it remains compliant with data protection laws and relevant regulations. Any changes to the policy will be communicated to students, parents, and staff as necessary.

Conclusion

Hejaeya International School is committed to ensuring the privacy and protection of personal data. We continuously strive to maintain high standards of data security and compliance with relevant laws. If you have any questions or concerns regarding our data protection practices, please feel free to contact the Data Protection Officer.