


RAHA INTERNATIONAL SCHOOL

GARDENS CAMPUS

POLICIES

Policy title	POLICY
Policy number	GC_POL_027
Policy Version	1
Effective date	February 2024
Scheduled review date	February 2025

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The Rationale

This Data Protection Policy outlines the commitment of Raha International School (RIS), an International Baccalaureate (IB) school located in the United Arab Emirates (UAE), to protecting the personal data of its students, parents, staff, and other stakeholders. This policy ensures compliance with relevant data protection laws and regulations, including the UAE Privacy Law, and establishes guidelines for the collection, storage, use, sharing, and destruction of personal data.

This policy applies to all personal data processed by RIS, whether in electronic or physical format, and encompasses data collected from students, parents, staff, contractors, visitors, and any other individuals associated with the school.

UAE Law

The UAE has laws covering data protection. In September 2021, the UAE issued Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data (UAE Privacy Law). The below two links constitute an integrated framework to ensure the confidentiality of information and protect the privacy of individuals in the UAE.

[Federal Decree Law No. 45 of 2021 regarding the Protection of Personal Data \(Arabic\)](#)

[Federal Decree Law No. 45 of 2021 regarding the Protection of Personal \(English\)](#)

This law aims to regulate the processing of personal data and ensure its protection. It outlines principles for the lawful processing of personal data, data subject rights, data transfer restrictions, and requirements for data controllers and processors.

This policy sits in conjunction with the UAE law and it is expected that members of the RIS community are familiar with its contents and adhere to its requirements.

Principles of Data Protection

1. **Fair and Lawful Processing:** Personal data will be processed in a fair and lawful manner, ensuring transparency and adherence to applicable laws and regulations.
2. **Specified and Lawful Purposes:** Personal data will be obtained for specified, lawful

purposes and will not be further processed in any incompatible manner.

3. **Relevance and Adequacy:** Personal data collected will be adequate, relevant, and not excessive in relation to the intended purposes of processing.
4. **Accuracy and Timeliness:** Personal data will be accurate, and efforts will be made to keep it up-to-date when necessary to ensure its reliability and relevance.
5. **Limited Retention:** Personal data will not be retained for longer than necessary for the purposes for which it was collected.
6. **Respect for Data Subject Rights:** Personal data processing respects data subjects' rights; access, correction, deletion, and objection to processing.
7. **Security Measures and Accountability:** Appropriate technical and organizational measures will be implemented to safeguard personal data against unauthorized or unlawful processing, accidental loss, destruction, or damage. Disciplinary action will be taken against unauthorized processing by employees.

Data Subject Rights

Data subjects have the following rights regarding their personal data:

- The right to access their personal data and obtain information about its processing.
- The right to rectify inaccurate or incomplete personal data.
- The right to erasure of personal data (the right to be forgotten) under certain circumstances.
- The right to object to the processing of their personal data.
- The right to data portability, where applicable.

Data Security Measures

RIS will implement appropriate technical and organizational measures to ensure the security of personal data, including but not limited to:

- Access controls and authentication mechanisms to prevent unauthorized access.
- Encryption of personal data where appropriate.
- Regular security assessments and audits.
- Staff training on data protection and security awareness.

Data Sharing and Transfer

Personal data will only be shared or transferred to third parties when necessary and in compliance with applicable laws and regulations. Contracts with third-party service providers will include provisions for data protection and security.

Data Breach Response

In the event of a data breach involving personal data, RIS will promptly assess the situation, take appropriate steps to mitigate the breach, and notify affected individuals and relevant authorities as required by law.

Training and Awareness

All staff members of RIS will receive training on data protection policies and procedures to ensure compliance and awareness of their responsibilities regarding personal data.

Policy Review and Updates

This Data Protection Policy will be reviewed and updated regularly to ensure its effectiveness and compliance with evolving legal and regulatory requirements.

Compliance

All members of RIS are required to comply with this Data Protection Policy. Non-compliance may result in disciplinary action, up to and including termination of employment or contract.

Adoption and Acknowledgment

This Data Protection Policy is adopted by RIS and is acknowledged by all staff members upon commencement of their employment or engagement with the school.

Revision Log

Date	Changes	Reviewed By
27 Feb 2024	New Policy	<i>CPratt</i>

