



# **RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS,SHARJAH**

## **DATA PROTECTION POLICY**

### **1. Introduction:**

Radiant Indian School For Girls and Boys is committed to protecting the personal data of its students, staff, and other stakeholders in compliance with relevant data protection laws and regulations. This policy outlines the measures and guidelines for the collection, storage, processing, and protection of personal data within the school.

### **2. Scope**

This policy applies to all personal data collected, processed, or stored by Radiant Indian School For Girls and Boys, including but not limited to:

Student records

Staff records

Parent/guardian contact information

Financial information

Any other personal data collected for educational or administrative purposes

### **3. Data Collection and Processing**

Personal data will only be collected for specified, explicit, and legitimate purposes related to the educational and administrative functions of the school.

Data collection will be limited to what is necessary for the intended purpose, and consent will be obtained from data subjects where required by law.

Personal data will be kept accurate and up-to-date, and efforts will be made to ensure its integrity and confidentiality.

#### **4. Data Security**

Appropriate technical and organizational measures will be implemented to protect personal data against unauthorized access, disclosure, alteration, or destruction.

Access to personal data will be restricted to authorized individuals on a need-to-know basis, and confidentiality agreements will be in place for staff members with access to sensitive data.

Regular reviews and audits of data security practices will be conducted to identify and address any vulnerabilities or risks.

#### **5. Data Retention**

Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by law.

Data that is no longer needed will be securely deleted or destroyed in accordance with the school's data retention policies.

#### **6. Data Sharing and Transfers**

Personal data will not be disclosed to third parties without the consent of the data subject, except as required by law or for legitimate educational or administrative purposes.

When sharing personal data with third parties, appropriate contractual agreements will be in place to ensure that data protection standards are maintained.

#### **7. Data Subject Rights**

Data subjects have the right to access, rectify, or erase their personal data, as well as the right to restrict or object to its processing.

Requests from data subjects regarding their personal data will be handled promptly and in accordance with applicable data protection laws.

## **8. Data Breach Response**

In the event of a data breach involving personal data, the school will promptly assess the risk to affected individuals and take appropriate measures to mitigate harm.

Data breaches will be reported to the relevant authorities and affected individuals in accordance with legal requirements.

## **9. Training and Awareness**

Staff members will receive regular training on data protection principles and practices to ensure compliance with this policy.

Awareness programs will be conducted for students and parents/guardians to educate them about their rights and responsibilities regarding personal data.

## **10. Policy Review**

This policy will be reviewed annually to ensure its effectiveness and compliance with changes in data protection laws and regulations.

Feedback from staff, students, parents/guardians, and other stakeholders will be considered in the review process.

## **11. Policy Approval**

This policy has been approved by Ms. Alka Suxena, Principal of Radiant Indian School For Girls and Boys.