



NEW INDIAN MODEL SCHOOL, DUBAI

TEL 2824313, 2824250, 2824441, Fax-2825454

www.nimsuae.com

info@nimsdxb.com

DATA PROTECTION POLICY

New Indian Model School, Dubai collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

What is Personal Information?

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

1. Personal data shall be adequate, relevant and not excessive;
2. Personal data shall be accurate and where necessary, kept up to date;
3. Personal data shall be kept secure i.e. protected by an appropriate degree of security;
4. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

General Statement

The school is committed to maintaining the Data Protection Policy principles at all times. Therefore the school will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorized disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Academics.