



POLICY REFERENCE

NAS-P4-8

NEW ACADEMY SCHOOL

Data Protection Policy (2025-2026)

VERSION

3

FIRST DRAFTED & IMPLEMENTED

2022-23

REVIEWED

July 2024

LAST REVIEW

July 2025

NEXT REVIEW

July 2026

New Academy School Data Protection Policy (2025–2026)

This document provides a concise summary of the New Academy School Data Protection Policy (2025–2026).

1. Purpose of the Policy

- Protect the privacy and confidentiality of personal information belonging to students, staff, parents, and visitors.
- Apply to all members of the school community.
- Cover student records, staff records, medical records, academic records, financial records, incident reports, and other identifying information.
- Ensure compliance with UAE Data Protection Law and KHDA regulations.

2. Categories of Data and Access

- Different categories of data are maintained, including registration, academic, medical, financial, counselling, inclusion, child protection, CCTV, and image/video records.
- Access is restricted to authorized personnel according to their roles.

3. Data Access Permissions

- Personal data may only be shared with authorized personnel for legitimate school purposes.
- Information may be disclosed to emergency services where necessary.
- Parents/legal guardians may access their child's educational records in accordance with applicable laws.

4. Photograph and Image Consent

- Parental consent is required before publishing student photographs.
- Staff consent is required before using staff photographs.
- Consent is obtained annually and may be updated at any time.

5. Policy Violations

- Data breaches are treated seriously.
- All staff sign a Non-Disclosure Agreement (NDA).
- HR investigates breaches and disciplinary action may follow.

6. Cloud Storage

- Only trusted, school-approved cloud services may be used for sensitive information.
- IT ensures appropriate privacy and access controls.

7. Data Encryption

- Sensitive data is encrypted during storage and transmission to protect confidentiality.

8. Email Usage

- Official school email accounts must be used for all school-related data transactions.

9. Staff Training

- All staff receive data protection training during induction and ongoing professional development.

10. Policy Review

- The policy is reviewed regularly to remain aligned with UAE legislation and best practices.

Overall, the policy provides;

- Protects personal information across the school community.
- Restricts data access to authorized personnel only.
- Requires consent for photograph usage.
- Promotes secure storage, encryption, and official email use.
- Provides staff training and enforces accountability for breaches.