



Data Protection Policy

2026-27



1. Purpose

DGS School is committed to protecting the privacy and personal data of its students, parents, staff, visitors, and other stakeholders. This Data Protection Policy outlines how the school collects, uses, stores, shares, and protects personal data in accordance with applicable laws and regulations of the United Arab Emirates and KHDA requirements.

2. Scope

This policy applies to all personal data processed by DGS School in any form (electronic, paper, or verbal) and covers all employees, contractors, volunteers, students, parents, and third-party service providers who handle personal data on behalf of the school.

3. Definitions

- ❖ **Personal Data:** Any information relating to an identified or identifiable individual (e.g., name, ID details, contact information, academic records).
- ❖ **Sensitive Personal Data:** Data requiring higher protection, such as health records, special educational needs, and disciplinary records.
- ❖ **Processing:** Any operation performed on personal data, including collection, storage, use, sharing, or deletion.

4. Legal Framework

DGS School processes personal data in line with:

- ❖ UAE Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data
- ❖ KHDA regulations and guidelines
- ❖ Any other applicable UAE laws and school regulatory requirements

5. Principles of Data Protection

DGS School adheres to the following principles:

- ❖ Personal data shall be processed lawfully, fairly, and transparently.
- ❖ Data shall be collected for specified and legitimate purposes only.
- ❖ Data collected shall be adequate, relevant, and limited to what is necessary.
- ❖ Personal data shall be accurate and kept up to date.
- ❖ Data shall be retained only for as long as necessary.

- ❖ Appropriate security measures shall protect personal data from unauthorized access, loss, or misuse.

6. Data Collected

DGS School may collect:

- ❖ Student and parent details (name, contact information, identification)
- ❖ Academic records and assessments
- ❖ Attendance and behavioural records
- ❖ Health and medical information (where required)
- ❖ Staff employment records
- ❖ CCTV recordings for safety and security

7. Use of Personal Data

Personal data is used for:

- ❖ Student admission, education, and support services
- ❖ Communication with parents and guardians
- ❖ Staff administration and payroll
- ❖ Compliance with KHDA and other regulatory bodies
- ❖ Ensuring campus safety and security

8. Data Sharing and Disclosure

Personal data may be shared only, when necessary, with:

- ❖ KHDA and other government authorities
- ❖ Examination boards and accreditation bodies
- ❖ Authorized service providers (IT systems, transport, medical services)
- ❖ All third parties are required to maintain confidentiality and data protection standards.

9. Data Security

DGS School implements technical and organizational measures to safeguard personal data, including:

- ❖ Restricted access to personal data
- ❖ Password-protected systems and secure storage
- ❖ Regular review of data handling practices

- ❖ Staff training on data protection and confidentiality

10. Data Retention

Personal data shall be retained only for the period necessary to fulfil its purpose or as required by law. When no longer required, data will be securely deleted or destroyed.

11. Rights of Data Subjects

Students, parents/guardians, and staff have the right to:

- ❖ Request access to their personal data
- ❖ Request correction of inaccurate data
- ❖ Request deletion of data where legally permissible
- ❖ Raise concerns or complaints regarding data protection
- ❖ Requests should be submitted in writing to the school administration.

12. Breach Management

Any actual or suspected data breach must be reported immediately to school management. DGS School will take appropriate action, including notifying authorities and affected individuals where required.

13. Responsibilities

- ❖ The School Management is responsible for overall compliance with this policy.
- ❖ All staff are responsible for protecting personal data and reporting concerns.
- ❖ Breach of this policy may result in disciplinary action.

14. Policy Review

This policy shall be reviewed annually or as required by changes in law or KHDA regulations.

Effective Date: September 2026

Next Review Date: August 2027