



مدرستنا الثانوية الانجليزية - الفجيرة
OUR OWN ENGLISH HIGH SCHOOL - FUJAIRAH

PRIVACY NOTICE

Privacy Notice – Students & Parents

Implemented Date	April 2020
Review Date	February 2021
Next Review Date	September 2021

PURPOSE:

This Policy / Notice made to a data subject that describes how the OOEHS, Fujairah collects, uses, retains, and discloses personal information. A privacy notice is sometimes referred to as a privacy statement, a fair processing statement or sometimes a privacy policy.

How we use information

This privacy notice explains how we collect, store and use personal data about students abiding by the data protection law of UAE.

Who are we and what we do

We are Our Own English High School, Fujairah, UAE. We are a CBSE and IGCSE curriculum for children ages 04 – 16 years old.

The personal data we collect and hold

We hold personal data about students, their parents or guardians to support teaching and learning, to provide personal care and to assess how the school is performing.

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and external assessments.
- Characteristics, such as ethnic background or special educational needs
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Photographs

Why we use this data

We use this data to:

- Support students learning
- Monitor and report on student progress
- Protect student welfare
- Students Registration department waiting lists
- Comply with the law regarding data sharing

Our legal basis for using this data

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

We collect and use personal data on the basis of performing a public task (educating children). We collect / obtain data from students, parents, guardians, and teachers.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Data sharing

We do not share any of this data with any other organization without your permission, except where the law requires it. We are required to provide student data to Ministry of Education. Where it is necessary to protect a child, the school will also share data with the Local Authority Children's Social Services, medical professional and/or the Police.

Parents and Students rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made in writing or by e-mail to the Data Protection Officer. The school will respond within a 15 school days timescale.

Parents / Guardians can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

- If you make a subject access request, we will:
- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child

- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.
- Individuals have rights regarding how their personal data is used and kept safe, including the right to:

Other rights

Individuals also have the right for their personal information to be transmitted electronically to another organization in certain circumstances.

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

Cross-reference

This document should be read in conjunction with the following documents also mentioned details below.

1. Online Safety Policy
2. Data Protection Policy
3. Admission Policy
4. Social Media Policy

Complaints

We take any complaints about our collection and use of personal information very seriously. To make a complaint, please contact us. Alternatively, if you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Contact Us:

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us

Our Own English High School, P.O Box 967, Fujairah, United Arab Emirates

Tel: +971 9 2224855 | Fax: +971 9 2224854

Email: info@ourown.school / Web: www.ourown.school