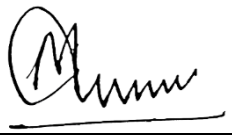
Model Private School – Schools Policy on Records

(Aligned with ADEK School Records Policy, Version 1.1, September 2024)

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	31-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

Introduction

Model Private School maintains **clear, accurate, and up-to-date records** to ensure effective management of all school operations. In line with UAE data protection laws and ADEK regulations, the school safeguards all personal and institutional information with the highest standards of privacy, security, and integrity.

Purpose

- To ensure all school records are created, managed, and maintained accurately and securely.
- To outline procedures for the **storage, protection, transfer, and disposal** of records in compliance with **ADEK and UAE laws**.

1. Record Management

The school maintains detailed and current records covering:

- **Students**

- **Staff**
- **Finance**
- **Administration**
- **Governance**

Each category is managed according to ADEK standards to support effective decision-making, accountability, and compliance.

1.1 Data Privacy and Protection

- Model Private School implements a **Data Protection Plan** in accordance with **Federal Decree Law No. (45) of 2021** and the **ADEK Digital Policy**.
- Access to data is **role-based** and limited to authorized personnel.
- All **digital incidents** are logged, documented, and approved by the Principal for audit purposes.

1.2 Storage and Disposal

- Records are stored **securely**, in both physical and digital formats, accessible only to authorized staff.
- Data is retained and disposed of responsibly following defined **retention schedules** and **environmentally sustainable** practices.
- Proof of destruction is maintained for all disposed records.

1.3 Record Transfer and Closure

- When a student transfers, their **academic and administrative records** are shared with the new school upon **parental consent**, as per ADEK Student Administrative Affairs Policy.
- In the event of school closure, all records are preserved or transferred in line with ADEK requirements.

2. Types of Records

2.1 Student Records

Include:

- Personal and contact information
- Attendance and academic progress
- Extracurricular participation
- Behavioral and medical records
- Individual learning plans (for students of determination)
- Reports shared with ADEK or parents

Retention:

- Student records are kept for **at least 5 years** after leaving school; graduation records are retained **permanently**.

2.2 Staff Records

Include:

- Personal, employment, and professional details
- Performance management and conduct records

Retention:

- Maintained for **5–7 years** after employment ends.

2.3 Financial Records

- Maintained in accordance with the **ADEK Financial Audit and Reports Policy** and **Abu Dhabi Financial Law No. 1 of 2017**.

2.4 Administrative Records

Include:

- Property and facilities data
- HR and IT management records
- Legal and contractual documents
- Inspection and operational logs

Retention: Minimum **5 years**.

2.5 Governance Records

Include:

- Policies, board meeting minutes, and development plans
- Annual reports and governance correspondence

Retention: Minimum **5 years**.

3. Compliance

This policy is **effective from Academic Year 2024/25**, with full compliance by **2025/26**. Failure to comply with ADEK's requirements may result in **legal accountability** and ADEK intervention as per UAE law.

Commitment

Model Private School is committed to maintaining the **confidentiality, accuracy, and security** of all records while ensuring transparency and compliance with ADEK's educational and operational standards.

Reviewed and modified on: 30 March 2026
(to be implemented in the academic year 2026-2027)