المدرسة الهندية النموذجية الجديدة
NEW INDIAN MODEL SCHOOL

Data Protection Policy

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

Policy Objectives

The school as the Data Controller will comply with its obligations to global data protection regulations and laws. The school is committed to being concise, clear and transparent about how it obtains and uses personal information and will ensure data subjects are aware of their rights under the legislation.

Scope of the Policy

Personal data is any information that relates to an identified or identifiable living individual who can be identified directly or indirectly from the information. The information includes factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of a living individual. This includes any expression of opinion about an individual and intentions towards an individual.

The School collects a large amount of personal data every year including: pupil records, staff records, names and addresses of those requesting prospectuses, examination marks, references, fee collection as well as the many different types of research data used by the School. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies.

The Principles

The principles that must be adhered to when processing personal data:

1. Personal data must be processed lawfully, fairly and in a transparent manner (lawfulness, fairness and transparency)
2. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (purpose limitation)
3. Personal data shall be adequate, relevant and limited to what is necessary in relation to the purpose(s) for which they are processed (data minimisation)

4. Personal data shall be accurate and where necessary kept up to date and every reasonable step must be taken to ensure that personal data that are inaccurate are erased or rectified without delay (accuracy).
5. Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purpose for which the personal data is processed (storage limitation)
6. Appropriate technical and organisational measures shall be taken to safeguard the rights and freedoms of the data subject and to ensure that personal information are processed in a manner that ensures appropriate security of the personal data and protects against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data (integrity and confidentiality).

Platforms in use

New Indian Model School, Sharjah uses the following software solutions to perform day to day operation in campus

- **Educore**: A SaaS application provided by Cordova Software Solutions, handles all the school management and learning activities including student information, enrollment details, academic records, attendance, assessment, online classes etc. The application is hosted in google cloud platform and incorporates all the security features assured by Google. School is the sole owner of data and Cordova ensures the confidentiality, integrity and availability of the data.
- **G-Suite for Education**: a collection of apps provided by google to enhance the communication and collaboration among students, teachers and staff. Teachers and students make use of the following apps in e-learning environment
  - *Google classroom:* a classroom management tool to share resources and assignments
  - *Gmail* : email service provided by google
  - *Google drive:* 15GB private cloud storage for all users
  - *Google Meet:* virtual conferencing tool for teachers and students to conduct online classes.
- **ERP System**: SaaS application for workforce management developed by Cordova Software Solutions. Services that include Registration, Admission, Accounting, payroll, HR etc.The application is hosted in google cloud platform and incorporates all the security features assured by Google. School is the sole owner of data and Cordova Software Solutions ensures the confidentiality, integrity and availability of the data.