



Data Protection Policy

The Purpose of the Policy:

This policy explains the general principles that will be used by SAMA American Private School in processing data and how you can complain if you feel that the school has used your data incorrectly. The appendices explain, for specific types of data, how and why personal data will be used and how long it will usually be retained.

Data Protection Principles:

SAMA American Private School will comply with data protection law and principles. Which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes the school has informed you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purpose the school has informed you about
- Kept securely

General Statement:

SAMA American Private School is committed to maintaining these principles and will therefore:

- Inform individuals why the information is being collected when it collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and accuracy of the information it holds
- Ensure the information is not retained for longer than necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguarding are in place to protect personal information from loss, theft and unauthorized disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with subject access requests
- Ensure our staff are aware of and understand our policies and procedures

Complaints:



Complaints will be dealt with in accordance with the school's complaints policy

Admission Privacy Notice:

SAMA American Private School is registered within the Sharjah Private Education Authority and is a data controller. This means that the school is responsible for deciding how we hold and use personal information. Stakeholders are being sent a copy of this privacy notice because you have made an admission enquiry to the school. It makes you aware of how and why your personal data will be used, namely for the purposes of the admissions, how long it will usually be retained for.

Data Protection Principles:

SAMA American Private School will comply with the data protection law and principles, which means your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes the school has informed you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purpose the school has informed you about
- Kept securely

The Kind of Information We Hold About You:

In connection with your admissions enquiry with us, the school will collect, store, and use the following categories of personal information about you.

- For parents or guardians: the information you have provided on the school admission enquiry form, including name, title, address, telephone numbers, personal email address, and any information being provided on the means testing form, including personal financial information and any other information you provide voluntarily
- For prospective students: date of birth, gender, education history and photographs from prospective students' events
- For both parents/guardians and prospective students, any information being provided to the school during an interview

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs
- Information about your health, including any medical condition, health and sickness records



- Information about any special education needs that you have provided the school with voluntarily

How is Personal Information collected?

SAMA American Private School collects personal information about prospective students from the following sources:

- The prospective student and parent/guardians
- Current school, if applicable, from whom we collect the following categories of data: educational attainment; any conduct or other relevant behavioral issues with current school

How will we use information about you?

SAMA American Private School will use the personal information collected as follows

- Assess the prospective student's suitability for attendance at the school
- Communicate with the parents or guardians about the admissions process
- Keep records related the admission process
- Comply with legal or regulatory requirements

It is in the school's legitimate interests to decide whether to admit the prospective students, since it would be beneficial to the school to admit appropriate applicants.

The school also needs to process personal information to decide whether to enter into a parental contract with you.

Having received your admission form, we will then process that information to decide whether you meet the requirements to be considered for admission to the school. If you do, we will decide whether to invite you for a visit and interview. The school will contact your current school to request information relating to your current educational attainment, any conduct or other relevant behavioral issues before confirming your admission.

The school will use the information that have been already provided with any other further information collected at the interview to decide whether to offer you admission to the school

If you fail to offer personal information as requested, which is necessary for the school to consider your application (such as evidence of educational attainment), we will not be able to process your application successfully.

How does the school use particularly sensitive personal information?

We will use particularly collected personal information data in the following ways



The school will use information about the applicant's disability status to consider whether appropriate adjustments needed to be provided during the admission process, for example whether adjustments need to be made during an interview

- The school will use information regarding race or national or ethnic origin, religious, philosophical or moral beliefs, to ensure meaningful equal opportunity monitoring reporting

Data Security:

SAMA American Private School has put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, the school limits access to personal information to those who have a business need-to-know. Personal information will be processed based on instructions given and will be subject to a duty of confidentiality. Details of these measures may be obtained from the admission and registration office. The school has put in place a procedure to deal with any suspected data security breach and will notify the stakeholder of the suspected breach where the school legally can do so.