



PRIVACY NOTICE / Parents

Privacy notice for parents

Under data protection law, individuals have a right to be informed about how the Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students**.

We, DIPS World Academy – Dibba Fujairah, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is also the Student Information Systems Coordinator, Wasim Saber (contact details can be found at the end of this document).

The personal data we hold

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 externally set tests
- Student and curricular records
- Characteristics, such as ethnic background or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in the Academy

We may also hold data about students that we have received from other organizations, including other schools, local authorities, and the Ministry of Education (MOE).

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists



- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While most of the information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our Academy. We may also keep it beyond their attendance at our Academy if this is necessary in order to comply with our legal obligations.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Ministry of Education (MOE)
- The student's family and representatives
- Educators and examining bodies
- Our external regulators



- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organizations
- Central and local government
- Our auditors
- Survey and research organizations
- Health authorities
- Security organizations
- Health and social welfare organizations
- Professional advisers and consultants
- Charities and voluntary organizations
- Police forces, courts, tribunals
- Professional bodies

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 Academy holds about them.

Parents 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 12), 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 Academy holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- 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
- Give you a copy of the information in an intelligible form

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

If you would like to make a request, please contact our Data Protection Officer (contact details can be found at the end of this document).

Although you have no automatic parental right of access to the educational record of your child, the Academy will provide this should a request be made in writing to us.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- 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

To exercise any of these rights, please contact our Data Protection Officer (contact details can be found at the end of this document).

Complaints

We take any complaints about our collection and use of personal information very seriously.

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.

To make a complaint, please contact our Data Protection Officer (contact details can be found below).

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Student Information Systems Coordinator, Wasim Saber:

Email Address: wasim.sabar@diyar.school

Telephone Number: +971 9 204 3003