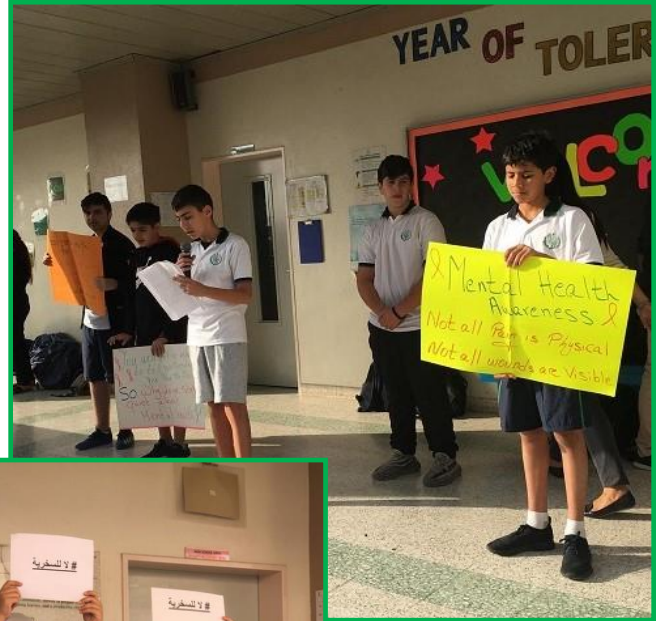


Dubai International Private School AL Qouz

DIS Privacy Policy 2023-2024

DIPS Vision:

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.



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Dubai International Private School

DIS, in partnership with parents and community, strives to prepare every student to be digitally literate, a lifelong learner, and a productive citizen.

DIPS Privacy Policy

DIPS values the privacy of every person and is committed to protecting information that it collects. For the sake of this purpose, DIPS has issued the following privacy policy. This policy explains how our school collects and manages personal and health information, consistent with UAE law. The policy covers personal information, health information, and particular information.

Personal information is information about a person whose identity is clear such as a person's name, address, phone number and date of birth, etc.

Health information is information about a person's physical, mental or psychological health or disability whether in writing or not. It might cover the information about a person's health status and medical history, immunization status and allergies, as well as counselling records.

Particular information is information about a set of specific features, including a person's ethnic origin, religious beliefs or affiliations, or criminal record. It also includes health information.

Collection of Information: DIPS collects the following type of information:

a. School stakeholders' information:

- information about students and their family, provided by students, their family and others
- information about job applicants, staff; provided by job applicants, staff members, and previous employers

b. Ways of collecting information:

- in person and over the phone: from students and their family, staff, job applicants and others
- via emails, invoices, enrolment forms, letters to our school, consent forms, our school's website or school-controlled social media
- through online tools: such as apps and other software used by our school
- through any CCTV cameras located at our school.

Purposes of collecting information

a. The purposes for collecting information about students and their families are as follows:

- supporting students' academic, social and emotional wellbeing, and health
- taking practical steps to reduce the risk of foreseeable harm to students, staff
- helping students with disabilities
- providing a safe and conducive learning environment

- enabling our school to communicate with parents about students' schooling matters
- maintaining the good order and management of our school
- enable the departments to:
 - ✓ fulfil statutory functions and duties
 - ✓ plan, execute, monitor, regulate and evaluate our services
 - ✓ investigate incidents in the schools and/or respond to any legal claims

b. The purposes for collecting information about staff, volunteers and job applicants:

- assessing applicants' suitability for employment
- administering employment placement
- responding to insurance requirements
- fulfilling legal obligations, including employment and contractual obligations, occupational health and safety law and to investigate incidents
- responding to legal claims against our school.

DIPS uses or discloses information consistent with UAE privacy law, as follows:

- for a primary purpose – as defined above
- for a secondary purpose i.e. to enable the school fulfils its objectives and functions
- with notice and/or consent – including consent provided on enrolment and other forms
- to prevent a serious threat to a person's life, health, safety or welfare
- when required or authorized by law
- to investigate or report unlawful activity
- When a student is transferred to another school, our school transfers information about the student to that school such as academic records as well as health record.

Storing and securing information

DIPS takes wise steps to protect information from misuse and from unauthorized access, modification and disclosure. All documents are secured in locked cabinets or lockers. When using software, strong passwords are used and updated on regular basis.

Issued Aug 2023