



المدرسة الهندية بالفجيرة  
INDIAN SCHOOL FUJAIRAH

# Protecting Personal Information – Fair Processing Notice, Job Description

2020-21

## **Fair Processing Notice and Job Description**

This is the Privacy Notice of Indian School Fujairah which is intended to provide parents with information about how and why we process pupil and parent information. It is also intended to provide them with other information which is required under the Data Protection Policy.

The types of pupil information that we collect include:

- Pupil names, contact details including emergency contacts
- Passport, Emirates ID, Visa details
- Characteristics such as ethnicity, language, nationality, country of birth
- Medical information and dietary requirements
- Admissions information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Information relating to pupil exclusion and behavior
- Attainment records and assessment results
- Reported accidents
- Safeguarding information
- Special educational needs information
- Photographs, Recordings
- Device details used for E-learning.

The purposes for which the School collects personal information are as follows: -

- To provide appropriate pastoral care
- To provide required technical support
- Reporting
- To support children with medical conditions, allergies and SEN
- To manage admissions
- To monitor attendance
- To manage exclusions and behavior
- For assessment and examination purposes
- For health and safety purposes
- To address safeguarding concerns
- To promote the school and celebrate educational achievement
- To ensure that the school is safe and secure

Those who we may share pupil information with include the following: -

- Our local authority;
- Ministry Of Education
- School nurse;
- Health and Safety Executive;
- Service providers who provide learning platforms and communication tools.

## Data Protection Officer:

Mrs. Liji Sara Vargheese, the Data Protection Officer of our school is responsible for dealing with data protection issues within the School.

## Job Description of Data Protection Officer:

The primary role of the data protection officer (DPO) is to ensure that her organization processes the personal data of its staff, students, providers or any other individuals (also referred to as data subjects) in compliance with the applicable data protection rules.

## Tasks of the DPO

The DPO has to ensure that the data protection rules are respected in cooperation with the data protection authority . In the institution and bodies, the DPO must:

- Ensure that controllers and data subjects are informed about their data protection rights, obligations and responsibilities and raise awareness about them;
- Give advice and recommendations to the institution about the interpretation or application of the data protection rules;
- Create a register of processing operations within the institution and notify the EDPS those that present specific risks (so-called prior checks);
- Ensure data protection compliance within her institution and help the latter to be accountable in this respect.
- Handle queries or complaints on request by the institution, the controller, other person(s), or on her own initiative;
- Cooperate with the EDPS (responding to his requests about investigations, complaint handling, inspections conducted by the EDPS, etc.);
- Draw the institution's attention to any failure to comply with the applicable data protection rules.