



PROCESS NAME:	Data Security Policy	CREATION DATE:	10/09/2022
PROCESS MANAGER:	IT Administrator	LAST REVISION:	05/02/2025
APPLIES TO:	All Staff All Parents All Children	RELATED DOCUMENT(S):	

1. Introduction

Crown Private School (CPS) is committed to protecting the privacy and security of personal data. This Data Privacy Policy outlines how we collect, use, store, and safeguard personal information in compliance with the General Data Protection Regulation (GDPR) and UAE Data Protection Laws.

2. Scope

This policy applies to all personal data collected and processed by CPS, including but not limited to students, parents, staff, visitors, and tele-callers. It governs the use of information provided through CPS's website, network, and office systems.

3. Data We Collect

CPS may collect and process the following categories of personal data:

From Parents:

- Name, title, postal address, email, phone number
- Child's health records, immunization records, disabilities, learning needs
- Parent satisfaction scores and survey responses

From Students:

- Name, date of birth, gender, postal address, next of kin details
- Educational history, medical records (where necessary)
- Government-issued ID and visa information



From Staff:

- Name, email, phone number, postal address
- Occupation, educational qualifications, professional achievements
- Government-issued ID, visa information, health details

From Visitors & Tele-callers:

- Name, email, phone number
- Government-issued ID (if applicable)

4. How We Collect Data

Personal data is collected through:

- Online forms and applications
- Telephone and in-person interactions
- Digital tracking (IP addresses, device information)
- Printed forms and official documentation

5. Purpose of Data Processing

CPS collects and processes personal data for the following purposes:

- Enrollment and academic administration
- Employment processing and HR management
- Providing educational services and responding to queries
- Conducting surveys and statistical analysis to improve services
- Compliance with legal and regulatory obligations
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6. Data Sharing and Disclosure

CPS does not share personal data with third parties without consent, except:

- When required by law or regulatory authorities
- With consultants, experts, or advisors assisting CPS in its obligations
- For safeguarding and child protection purposes, when necessary

7. Data Storage and Security

CPS implements strict security measures to protect personal data:

- Digital data is stored on secure on-campus and cloud servers
- Physical records are kept in secure storage locations



- Access controls and encryption methods are applied to sensitive information

8. Your Data Protection Rights

Under GDPR and UAE Data Protection Laws, individuals have the right to:

- Request access to their personal data
- Rectify incorrect or incomplete information
- Request data erasure under specific conditions
- Object to processing in certain circumstances
- Withdraw consent for processing personal information

9. Data Retention

CPS retains personal data for as long as necessary to fulfill the purposes outlined in this policy and comply with legal requirements. Unnecessary data is securely disposed of in accordance with data retention guidelines.

10. Confidentiality and Password Security

- Users must maintain the confidentiality of their account credentials.
- Any unauthorized use or security breaches must be reported immediately.

11. Violations and Legal Consequences

Misuse or unauthorized access to personal data is a serious offense. In accordance with UAE Data Protection Policy Article 21:

- Unauthorized use of personal data may result in imprisonment for at least six months and fines between AED 150,000 and AED 500,000.
- Invasion of privacy, unauthorized disclosure, or modification of data may result in imprisonment of at least one year and fines of up to AED 500,000.

12. Policy Updates CPS reserves the right to update this policy to reflect changes in legal and regulatory requirements. The latest version will always be available on the CPS website.