

Protecting Personal Information

We, Crown Private School, maintain the information and materials on the www.cpschool.uk website and ask you to take the time to read this Privacy Policy carefully. This Privacy Policy applies to visitors , Tele callers and Staff and Students of CPS Office/Network/Website . As educators, we take your privacy seriously and know the importance of trust. We have created this Privacy Policy so you know how we collect, use, process or store any personal information you give us.

By using our website, including signing up for any newsletters or feeds, you are agreeing to be bound by our Terms and Conditions, which include this Privacy Policy. By visiting or using the website, to the extent permitted by applicable law you are consenting to us gathering and processing information about you in accordance with this Privacy Policy, although consent may not be required for all of the elements described in this Privacy Policy. For particular types of information or processing, we may provide you with choices or request your further consent related to what information we collect and how we may process it.

This Privacy Policy does not cover third parties or their services and we do not take any responsibility for how such third parties may use any information they collect.

We will always aim to be respectful if you have given us consent to contact you. If at any time you don't feel we've lived up to this, please let us know straight away by contacting us via the contact section of the website or direct visit or through a phone call.

Please take the time to read this Privacy Policy and note that it may change from time to time. You can always find an up-to-date version here on our website

1. What information do we gather?

We may collect and process the following information in electronic and/or physical from you:

PARENTS	STUDENT	STAFF	VISITORS	TELE CALLERS
Name	Name	Name	Name	Name
Title	Date of Birth	Title	Title	Title
Postal address	Gender	Postal address	Phone number	Phone number
E-mail id	Postal Address	E-mail id	Email id	Email id
Phone number	Next of kin Numbers	Phone number		

Gender	government issued ID information	Gender	government issued ID information	Admissions and enrollment information's
Occupation information	visa information	Occupation information	Health information's	Information about the educational institutions attended previously
government issued ID information	religious beliefs	Educational Qualifications	; etc.	
visa information	Health information's	Professional achievements		
religious beliefs	; etc.;	government issued ID information		
Survey response		visa information		
Parent satisfaction scores		religious beliefs		
Feedback from parents		Health informations		
; etc.;		; etc.		

FROM PARENTS:

- If you are interested in enrolling and/or registering your child into Crown Private school ,the following information below may be collected from you.
- Your child's health information and background such as immunization records; health issues; health restrictions; information on disabilities; any emotional, learning, physical and other health needs; etc.
- information that you provide to us during the course of your child's education;
- information about your computer, including where available the IP address of your computer that you use to access the internet, your web browser type, type of mobile device, and computer operating system, to analyze trends among our users and to help improve our website and Mobile Applications.

FROM STAFF/ VISITOR

If you are applying to be a new member of staff, the following information below may be collected from you.

- If you are already in the process of becoming on-boarded or are an existing staff member of CPS, please also refer to the Staff Handbook provided to you for further information on how and why we collect personal information about you:

- information we receive from you and third parties when carrying out pre-employment checks, for example when we receive references on your behalf;
- information about your computer, including where available the IP address of your computer that you use to access the internet, your web browser type, type of mobile device, and computer operating system, to analyze trends among our users and to help improve our website.

FAIR PROCESSING DETAILS

2. How do we gather this information?

- Through phone calls
- Through online system
- Through printed forms

3. How we use the information

We use the information held about you in the following ways and for the following purposes:

- To register and respond to your application and career or enrollment queries.
- To provide you with the services and functionality offered through the site and to fulfil your requests
- To respond to, or follow up on, your comments and questions, and otherwise provide customer service.
- To occasionally carry out surveys to ensure that we are providing you with what you are interested in.
- To perform statistical analysis.
- To notify you about changes to our services and communicate with you when necessary

4. Will we share your information with anyone else?

- No. We do not share your information's with non- relevant staff members or any third/outside party without your consent.
- We appoint consultants, experts and other advisors to assist CPS in fulfilling its obligations and need to share your information with them if it is relevant to their work.

5. Where we store and process the information

- Digital information we collect from you is partly stored on our on-campus servers and cloud servers.
- Physical documents are kept safely in secure lockers inside the school
- We will retain your information for the period necessary to fulfil the purposes outlined in this Privacy Policy and as otherwise needed to comply with applicable law and internal company policies.

6. Security

- We understand the importance of securing your personal information in our care. We utilize reasonable security measures that include technical, administrative and physical safeguards to secure your personal information in our care from unauthorized access, modification, disclosure or destruction.
- However, if you provide us with personal information over the internet, you should be aware that the absolute security of the information transmitted over the internet or stored in electronic storage cannot be guaranteed to be 100% secure. While we take reasonable efforts to protect such personal information, you acknowledge that we cannot ensure or warrant the security of any personal information provided by these means and you provide it to us at your own risk.

7. Password and Confidentiality

- If you are provided with a user identification code, password or any other piece of information as part of our security procedures, you are responsible for maintaining the confidentiality of your password and username for the Site and you are responsible for all activities that are carried out under them. We do not have the means to check the identities of people using the Site and we will not be liable where your password or user name is used by someone else.
- You agree to contact us immediately and inform us of any unauthorised use of your password or user name of which you become aware. We have the right to disable any user identification code or password, whether chosen by you or allocated by us, at any time, if in our opinion, you have failed to comply with any of the provisions of this Privacy Policy or the Terms and Conditions.

8. Your data protection rights

- You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- You have the right to ask us to erase your information in certain circumstances.
- You have the right to object to the processing of your information in certain circumstances.
- We may request proof of your identity before we disclose such information to you. That's so we can prevent unauthorised access. Just write to us at the contact details provided in the Contact Us section below.

9. Consent

- By submitting information to us, you consent to our collection, storing and processing of your information in accordance with this Privacy Policy. You are entitled to request that we stop any

consent-based processing of your personal information after you withdraw that consent. Please contact us at the relevant contact details in the Contact Us section below.

10. Violation

Violation of this policy or misusing the user's personal information's shall be treated in accordance with UAE Data Protection Policy Article 21

UAE Data Protection Policy Article 21

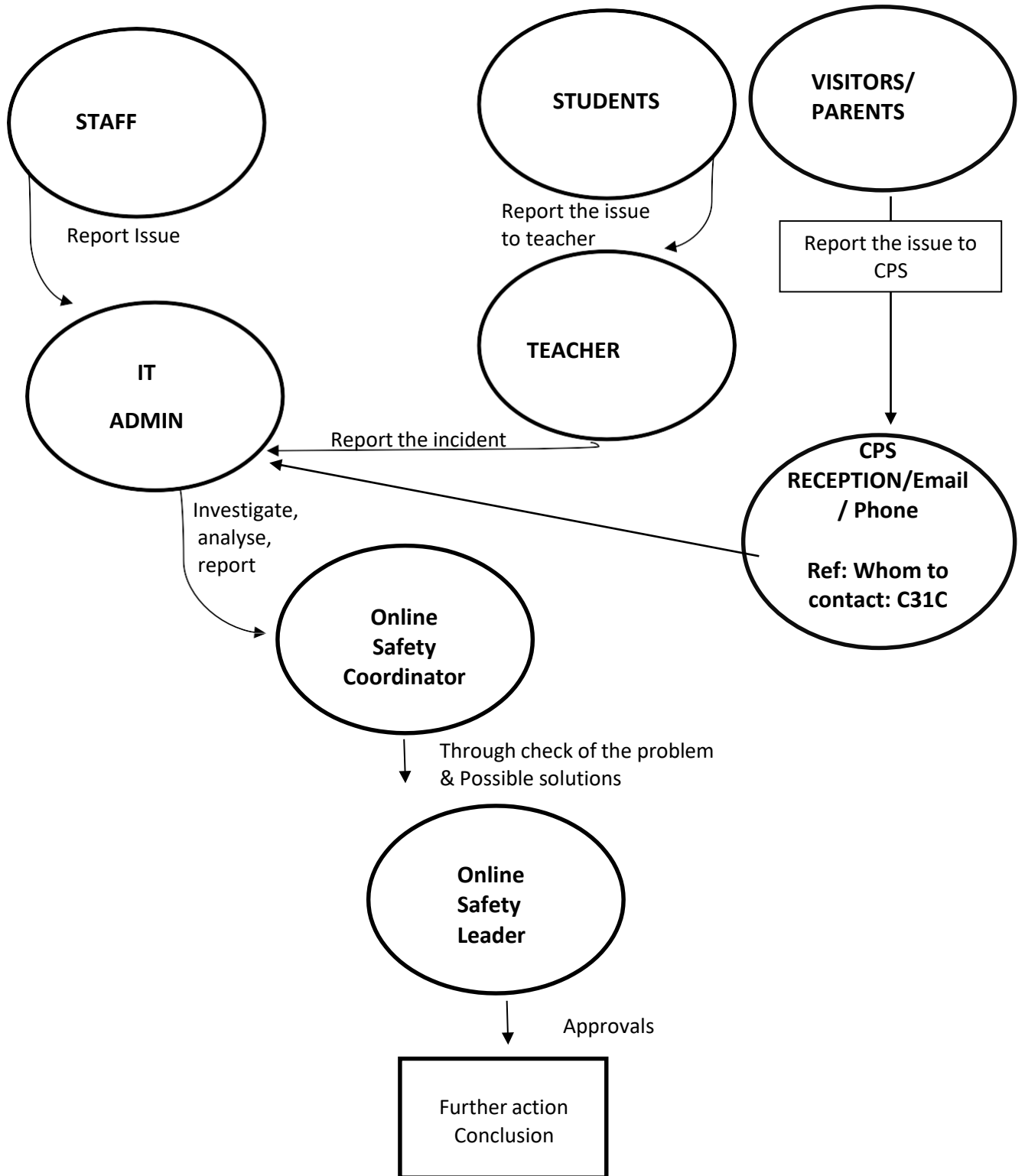
Shall be punished by imprisonment of a period of at least six months and a fine not less than one hundred and fifty thousand dirhams and not in excess of five hundred thousand dirhams or either of these two penalties whoever uses a computer network or and electronic information system or any information technology means for the invasion of privacy of another person in other than the cases allowed by the law and by any of the following ways:

- 1- Eavesdropping, interception, recording, transferring, transmitting or disclosure of conversations or communications, or audio or visual materials.
- 2- Photographing others or creating, transferring, disclosing, copying or saving electronic photos.
- 3- Publishing news, electronic photos or photographs, scenes, comments, statements or information even if true and correct.

Shall also be punished by imprisonment for a period of at least one year and a fine not less than two hundred and fifty thousand dirhams and not in excess of five hundred thousand dirhams or either of these two penalties whoever uses an electronic information system or any information technology means for amending or processing a record, photo or scene for the purpose of defamation of or offending another person or for attacking or invading his privacy.

Prepared By IT Administrator (IT Support Coordinator)	Reviewed/ Checked Vice Principal (Online safety Coordinator)	Approved By Principal (Online Safety Leader)
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ROUTES TO REPORT PERSONAL DATA RELATED ISSUES



Prepared By	Reviewed By	Approved By
IT Administrator	Vice Principal	Principal
IT support coordinator	Online safety coordinator	Online safety Leader