

Fair Processing Notice Terms of Use Policy

At BIPS the parents have a legal right to know what information the school holds about their child(ren) and this Fair Processing Notice (FPN) is designed to do this.

If Parents have any comments, queries or concerns about any data aspects please contact school and they will provide you the details of the E-Safety Coordinator.

BIPS hold and processes information on students in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing. This information includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by Federal law. From time to time the school is required to pass on some of this data to authorities such as Sharjah Private Education Authority. This could include the name and address of the child, contact details for the parents or carers (with parental responsibility) and the contact details of the school.

At BIPS we store student data information on Orison, One Drive, Google classroom and mobile app ILM (**our Platforms**). An audit of sensitive data has been carried out and as such limited access has been implemented to all school platforms. Personal data is only stored in the school cloud one drive, Orison, ILM and google classroom. Measures are in place to secure information which meet with statutory requirements and this is monitored by The IT team.

If Parents require this information, please contact the relevant supervisor and make your request. Staff will need to speak to the school administration officer. The school will need some time to collect all Data, so we require your support and understanding. The supervisor/administration office will keep you informed and give you an estimated time scale.