

GIIS-AD-Policy-26-27-036

RECORD POLICY

Last Review	April 2026
Revised on	20 April 2025
Reviewed by	Principal, Vice Principal, SLT and Registrar
Next Review	April 2027

Introduction

The creation and maintenance of clear, full, accurate, and up-to-date records is essential in enabling a school to discharge its functions effectively. In processing and storing records that include personal data, GIIS Abu Dhabi are obliged to comply with laws in the UAE regarding data protection. This policy sets out the minimum requirements for GIIS Abu Dhabi in its creation and management of records.

Purpose

- GIIS Abu Dhabi maintains clear and accurate records.
- GIIS Abu Dhabi outlines requirements regarding the handling of all data recorded by the school.

Policy

1. Records

1.1 GIIS Abu Dhabi Obligations: GIIS Abu Dhabi maintains clear, accurate, up-to-date, and sufficiently detailed records of the school and various stakeholders to effectively manage administration, operations, student affairs, and governance.

1.2 School Record Management Policy: GIIS Abu Dhabi develops and implements its Record Management Policy to effectively maintain the school records, in alignment with school needs, ADEK policies, and other regulatory requirements. The policy includes the following minimum components:

1. Types of records maintained by the GIIS Abu Dhabi (Analystied Section 2).
2. Rationale for data collection and storage of records.
3. Resources for record management (e.g., digital systems like school digital campus -myGIIS/Smart Learn, G suite, or physical systems for student transfer certificates).
4. Modes of storage for different types of records.

5. Roles and responsibilities of staff, including details on staff authorized to create, access, maintain, and dispose of different types of records.
6. Data protection plan (see Section 1.3 Data Privacy and Protection).
7. Record preservation schedule.
8. Record disposal procedures (see Section 1.4.2 Disposal of Records).
9. Student record transfer procedures (in instances of school transfer; see Section 1.5 Student Transfer).
10. Record preservation and transfer in the event of school closure.
11. Link to school's data reporting responsibilities, in line with *ADEK Reporting Policy*.

1.3 Data Privacy and Protection:

1. School Data Protection Plan: GIIS Abu Dhabi develops and implements the data protection plan in compliance with Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and the *ADEK Digital Policy* and includes the following minimum components:

- a. Mechanisms for classifying documents for authorized access, use, and disposal based on defined data sensitivity standards (e.g., full access, limited access, or no access) for various stakeholders.
- b. Mechanisms for identifying, reporting, and handling security breaches, in line with the *ADEK Safeguarding Policy*.
- c. Procedures for implementing and monitoring compliance with the data protection plan.

2. Digital Incidents: GIIS Abu Dhabi ensures that every digital incident is recorded, documented, and signed by the Principal, and stored for auditing purposes.

1.4 Storage and Disposal of School Records: GIIS Abu Dhabi shall develop and implement mechanisms for secure, environmentally sustainable, and safe storage and disposal of GIIS Abu Dhabi records, in line with the *ADEK Digital Policy* and the *ADEK Sustainability Policy*.

1. Storage of Records: GIIS Abu Dhabi develops and deploys storage mechanisms that are secure, safe, accessible only to authorized staff, and provide appropriate environmental conditions for the preservation of records (in hard or soft copy).

a. GIIS Abu Dhabi defines and abides by minimum and maximum durations of storage of various records, in line with ADEK requirements.

2. Disposal of Records: GIIS Abu Dhabi shall outline and implement processes for the disposal of records, as per the timelines in their record preservation schedule using authorized personnel.

a. GIIS Abu Dhabi outline and adhere to disposal guidelines for each type of document as classified for authorized access, in line with policies set by ADEK and the relevant authorities in the UAE in their areas of jurisdiction.

b. Schools shall maintain proof of evidence of destruction of records and implement regular data clean-ups.

1.5 Student School Transfer: When students transfer schools within or outside the UAE, GIIS Abu Dhabi shall efficiently transfer and ensure receipt, as appropriate, of key student information records on academic

progress and achievement, transfer certificates, and other documents in response to requests from the student's parent(s) as per the *ADEK Student Administrative Affairs Policy*.

1. GIIS Abu Dhabi obtains the parent's consent before transferring student information to any third party. (School trips, External exams, Student exchange programme, extra circular, field trips, inter-school competitions etc.)

1.6 School Closure: In the event of a school closure, GIIS Abu Dhabi will provide ADEK with a clear plan regarding the preservation or transfer of records, in line with ADEK policies.

2. Types of Records

2.1 Student Records: GIIS Abu Dhabi maintains up-to-date detailed records on student information.

1. Required Information: GIIS Abu Dhabi maintains individual student records with the following information, at a minimum in its School portal: Smart Learn

- a. Personal information
- b. Attendance.
- c. Academic progress and achievement.
- d. Extracurricular participation and achievement.
- e. Behavior and incidents related to misconduct.
- f. Documented learning plans (DLPs), especially for students with additional learning needs, in line with the *ADEK Inclusion Policy*.
- g. Cases on student protection, in line with the *ADEK Student Protection Policy*.
- h. medical information.
- i. A copy of any reports on student information submitted to ADEK, parents, and any other stakeholders.
- j. Any others as required by ADEK.

2. Medical Records: GIIS Abu Dhabi creates and maintains detailed, up-to-date, secure, and confidential individual student records on medical information, in line with the requirements of the Department of Health (DOH).

- a. GIIS Abu Dhabi nurses create a record for new students enrolled in KG cycle or Grade 1/Year 2 and for transfer students from other schools that do not provide school health services (e.g., students transferring from a school outside the UAE).
- b. GIIS Abu Dhabi allows parents to access their child's records upon request. However, GIIS Abu Dhabi does not allow the photocopy or remove student records from the school clinic.
- c. GIIS Abu Dhabi procure the necessary approval from DOH and parents and notify ADEK to release student medical records for any external requests.

3. Duration of Storage: GIIS Abu Dhabi preserve student records (enrollment, academic achievements, daily attendance, and other disciplinary records) for at least 5 years after the student leaves the school, preferably in electronic archives like Smart learn/school portal.

a. Graduation records: GIIS Abu Dhabi shall maintain student graduation records indefinitely.

2.2 Staff Records: GIIS Abu Dhabi maintain up-to-date and detailed staff records.

1. Required Information: GIIS Abu Dhabi maintain individual staff records with the following minimum information, in a confidential manner with limited access to necessary personnel:

- a. Personal information (identity, address, contact, medical information).
- b. Employment information (including current and past employment, education, qualifications, current employment terms, salary, benefits, and other contractual details).
- c. Educational and professional information (including teaching activities, continuous professional development, attendance and leaves, non anonymous staff survey outcomes, and performance management).
- d. Professional conduct information (including serious incidents, and complaints and investigation reports).
- e. A copy of any reports on staff information submitted by the school to ADEK, parents, and any other stakeholders.

2. Duration of Storage: GIIS Abu Dhabi preserve staff records for at least 5 years and at most 7 years following the end of the staff member's employment. a. However, schools are authorized to preserve staff records for an additional period if they may be deemed beneficial for school operations.

2.3 Financial Records: GIIS Abu Dhabi maintain accurate, up-to-date, and comprehensive records on school financials with access to school owners, the governing board, the Principal, and ADEK upon request.

1. Required Information: GIIS Abu Dhabi maintain their financial records in accordance with the *ADEK Financial Audit and Reports Policy*.

a. GIIS Abu Dhabi records a copy of any reports on financial information shared with ADEK, parents, and any other stakeholders.

2. Duration of Storage: GIIS Abu Dhabi preserves all financial records in accordance with Financial Law No. 1 of 2017 for the Abu Dhabi Emirate.

2.4 Administrative Records: GIIS Abu Dhabi maintains up-to-date, relevant, accurate, and comprehensive records on school administrative functions.

1. Required Information: GIIS Abu Dhabi administrative records should include the following minimum information:

- a. Property, infrastructure, and facilities management.
- b. Human resource management.
- c. Finance management.
- d. Information systems and management.
- e. Management committees and other school activities.
- f. School inspection-related documents like self-evaluation forms.
- g. Day-to-day activities such as a log of visitors to school premises, information on parents who wish to enroll their children, etc.

h. Legal activities and contracts.

i. A copy of any reports on administrative information shared with ADEK, parents, and any other stakeholders.

2. Duration of Storage: GIIS Abu Dhabi preserve school administrative records for at least 5 years.

2.5 Governance Records: GIIS Abu Dhabi maintains up-to-date, accurate, and comprehensive governance records.

1. Required Information: GIIS Abu Dhabi governance records should include the following minimum information:

a. School-level governance policies.

b. Board agendas and minutes of meetings.

c. Details and correspondence on board elections.

d. School Development Plans.

e. Annual reports.

f. Policies and guides developed by the GIIS Abu Dhabi (e.g., emergency procedures, school rules, etc.).

g. A copy of any reports on governance information shared with ADEK, parents, and any other stakeholders.

2. Duration of Storage: GIIS Abu Dhabi preserve school governance records for at least 5 years.



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