



مدرسة الشارقة الأمريكية الدولية
Sharjah American International School

SHARJAH AMERICAN INTERNATIONAL SCHOOL – UMM AL QUWAIN

Data Protection Policy - Staff Undertaking

Processing of personal data policy

Information memorandum

1. Processing of personal data policy

Sharjah American International School will process your personal data during its activities. This policy sets out the rules that we will follow when processing your personal information to preserve the right to protect your personal data, your privacy, and to ensure that your personal data is not misused. We will follow this policy for the entire period during which we process any of your personal information.

Through this policy, we inform you of the facts and your rights that you need to be aware of, to ensure sufficient transparency in the processing of your personal data.

This policy sets out the procedures and principles based on which we will process and handle your personal data. If anything is unclear or you would like to ask anything about your personal data, please use the contact information provided in this policy.

2. Collection of personal data

2.1. Reasons for collecting personal data

We will only collect and process personal data from you if it is necessary for:

- a) Fulfilling the contract that you have signed or closed with us.
- b) The provision of the service you want to use.
- c) Compliance with the requirements of the law.
- d) The purposes of our legitimate interests, unless in this case your interests or the fundamental rights and freedoms of data subjects that require the protection of personal data are preferred.

2.2. Consent

In other cases, we may only collect and process your personal data with your explicit and free consent. You may at any time revoke your consent through the contact details provided in this policy. Specific conditions for the use of your personal data after granting consent are always provided in each individual consent.

2.3. Acquisition of personal data

We do not obtain your personal data from publicly available sources, but always from you or from third parties who cooperate with us and have obtained personal data from you in accordance with the law and may transmit it to us. In both cases, we will follow this policy.

We will always inform you about the specific reason for processing your personal information. This information is either stated directly in the contract, or in the terms of the service provided or in this policy. Alternatively, you may ask us at any time for the reasons for processing your personal information through the contact details listed below.

3. The use of your personal information

We use your personal information primarily to perform a concluded contract, comply with legal requirements, or to meet legal requirements. We will always inform you of any further use of your personal data.

4. Passing your personal information on to others

4.1. Passing on of personal data

We will not share your personal information with anyone except as described in this policy.

Your personal data will be accessed by our employees who will be in charge of working with this personal information. All employees who will have access to your personal data are committed to secrecy in writing, therefore, your personal data may not be disseminated anywhere. These employees are also responsibly selected and properly trained to know how they should treat your personal information and how the processing of your personal data can take place.

We will then pass on your personal information to some third parties if necessary. These persons are referred to as processors. Our company is responsible for ensuring that these processors provide reasonable assurance that your personal data will be processed. We choose all the processors responsibly. At the same time, the

processors will be contractually obliged to perform all their duties, ensuring that your personal data is adequately protected and minimize the risk of abuse.

4.2. Third persons to whom personal data will be transferred - recipients of personal data

The processors mainly include our accounting, PRO, Corporate Office, and local authorities such as UAQ Education Zone, Ministry of Education, Ministry of Labor, Ministry of Human Resources and Emiratization, Ministry of Health, Technopeak and CTS, our IT partners, Focus, and Insurance Company to whom we pass on your personal information if it is necessary in order to use their services - consultation. Furthermore, IT and hosting providers.

We may also share your personal information with other third parties in order to prevent crime and reduce risks, if required by law and where we consider it appropriate, in response to a lawsuit or to protect the rights or property of our school, our partners or you.

5. Automatic individual decision making and profiling

Our school does not perform any automatic individual decision making or profiling process that would have any legal effect on you or would otherwise have any significant impact on you during the processing of your personal information. If this is changed, we will inform you immediately.

6. Your rights

6.1. Right to information

At any time, you can ask us to send you a confirmation that we are processing some of your personal information at the contact details below and if we are processing your personal data, you have the right to access this information:

- a) For what purpose we process your personal data and what its categories are.
- b) Who the recipients and processors of your personal data are.
- c) How long your personal data will be saved and if this time cannot be determined, then the use criteria to determine this time.
- d) Which personal data you may request removal or processing restrictions for and object to such processing.
- e) About the right to file a complaint with the Supervisory Authority.
- f) About personal data sources unless they have been obtained from you.
- g) Whether automatic decision-making or profiling takes place automatically.

If you ask for it, we will provide you with copies of your processed personal data. If you request it in electronic form, copies will be provided in electronic form if you do not request it in another way. However, we have the right to require verification of your

identity to verify that this information regarding your personal data does not reach an unauthorized person.

Contact Persons are:

Principal (for clarifications or complaints): carole.aboud@saisuaq.com

Assistant Principal (for clarifications or complaints):

mona.serhal@saisuaq.com

Heba Abu Taha (School Registrar): heba.abutaha@saisuaq.com

Navas Hussein (Portal Administrator): navas@saisuaq.com

Merouel Brosoto (School Accountant): Merouel.brosoto@saisuaq.com

Muhammed Al Sayed (PRO): muhammed.alsayed@saisuaq.com

6.2. The right to correction

If you find that some of your personal information is inaccurate, imprecise or incomplete, you are entitled to have your personal information corrected or supplemented, without undue delay, after you communicate this fact to us.

7. Measures implemented

Our company has introduced personnel, organizational and technical measures to eliminate the various risks to your rights and freedoms and to protect your personal data. For this purpose, we have trained all of our staff who are in contact with personal data. Furthermore, all personal data in physical form is secured against unauthorized access. For personal data stored in electronic form, we comply with security standards and they are similarly protected against unauthorized access. At the same time, we have developed a risk analysis to prevent risks and have taken appropriate action.

I have read all the points mentioned above and acknowledge that the school is taking all the necessary precautions and measures to safeguard my personal data.

I have read, understood, and agree to abide by the rules and guidelines regarding data protection stated in the SAIS Data Protection Policy. I understand that any breach of the policy may result in disciplinary action, and for more serious breaches dismissal, as following:

1st Occurrence: Verbal warning / Written Warning is issued depending on the violation degree

2nd Occurrence: Final Written warning is issued, the staff member signs an undertaking.

3rd Occurrence: Dismissal from SAIS

I am also aware that the school can directly apply the 3rd occurrence sanction and notify relevant authorities based on the level/severity of infraction.

Staff Name:

Staff Signature:

Date:

This policy was reviewed in August 2021.

