FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

Records Policy

Approved By	Board of Trustees
Review Date	August 2026
Next review Date	June 2027

AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

WASC
ACCREDITING COMMISSION FOR SCHOOLS

The creation and maintenance of clear, full, accurate, and up-to-date records is essential in enabling FLIS Branch 2 to discharge its functions effectively. In processing and storing records that include personal data, the school is obliged to comply with laws in the UAE regarding data protection. This policy sets out the minimum requirements for the school in the creation and management of records.

Purpose

- To create and maintain clear and accurate records.
- Outline requirements regarding the handling of all data recorded by the school.

School Obligations:

FLIS Branch 2 will maintain clear, accurate, up-to-date, and sufficiently detailed records of the school and various stakeholders to effectively manage administration, operations, student affairs, and governance.
School Record Management Policy:
FLIS Branch 2 will develop and implement its School Record Management Policy to effectively maintain its records, in alignment with school needs, ADEK policies, and other regulatory requirements. The policy should include the following minimum components:

1. Types of records maintained by the school.
2. Rationale for data collection and storage of records.
3. Resources for record management (e.g., digital systems like hard disks, cloud subscriptions, or physical systems like warehouses).
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.
7. Record preservation schedule.
8. Record disposal procedures
9. Student record transfer procedures (in instances of school 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.

Data Privacy and Protection:

1. School Data Protection Plan: The school will develop and implement their data protection plan in compliance with the Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and the ADEK Digital Policy, and include 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: Ensure that every digital incident is recorded, documented, and signed by the Principal, and stored for auditing purposes.

Storage and Disposal of School Records:
Develop and implement mechanisms for secure, environmentally sustainable, and safe storage and disposal of school records, in line with the ADEK Digital Policy and the ADEK Sustainability Policy.

1. Storage of Records: Develop and deploy 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. Define and abide by minimum and maximum durations of storage of various records, in line with ADEK requirements.
2. Disposal of Records: Outline and implement processes for the disposal of records, as per the timelines in their record preservation schedule, using authorized personnel.
    a. 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. Maintain proof of evidence of destruction of records and implement regular data clean-ups.

Student School Transfer:
When students transfer schools within or outside the UAE, the school will 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. Obtain the parent's permission before transferring student information to any third party.

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

Types of Records
Student Records:
Maintain up-to-date, detailed records on student information.

1. Required Information: The school will maintain individual student records with the following information, at a minimum:
    a. Personal information (name, date of birth, gender, nationality, parent information, address, contact 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.

Medical Records:
Create and maintain detailed, up-to-date, secure, and confidential individual student records on medical information, in line with the requirements of the Department of Health (DOH).

- The school nurse will create a record for new students enrolled in KG and for all transfer students from other schools that do not provide school health services (e.g., students transferring from a school outside the UAE).
- Allow parents to access their child's records upon request. However, the school will not photocopy or remove student records from the school clinic.
- Procure the necessary approval from DOH and parents and notify ADEK to release student medical records for any external requests.

Duration of Storage
The school will preserve student records (enrolment, academic achievements, daily attendance, and other disciplinary records) for at least 5 years after the student leaves the school, preferably in electronic archives.

Graduation records: The school will maintain student graduation records indefinitely.

Staff Records:
Maintain up-to-date and detailed staff records.

1. Required Information: The school will 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, 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

The school will preserve staff records for at least 5 years and at most 7 years following the end of the staff member's employment.

    a. However, the school is authorized to preserve staff records for an additional period if they may be deemed beneficial for school operations.

Financial Records:
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: The school will maintain their financial records in accordance with the ADEK Financial Audit and Reports Policy.
    a. Record a copy of any reports on financial information shared with ADEK, parents, and any other stakeholders.
2. Duration of Storage:

The school will preserve all financial records in accordance with Financial Law No. 1 of 2017 for the Abu Dhabi Emirate.

Administrative Records:
Maintain up-to-date, relevant, accurate, and comprehensive records on school administrative functions.

1. Required Information: School 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

The school will preserve school administrative records for at least 5 years.

Governance Records:

Maintain up-to-date, accurate, and comprehensive governance records.

1. Required Information: School 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 school (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:

The school will preserve school governance records for at least 5 years.