



مدرسة شيننج ستار أنترناشونال

Shining Star International School, Abu Dhabi

## Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

## Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

## Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude  
We ensure that the entire SSIS family follows these values.

Records Policy	
Date of Publishing	08/02/2025
Review date	07/02/2027
Policy Type	Governance & Operations
Circulation	Internal & External
Date of Authorisation	
Authorised by	Principal
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### 1. Purpose & Objective

The purpose of this policy is to ensure that Shining Star International School (SSIS) maintains clear, accurate, and up-to-date records in compliance with ADEK's requirements and UAE laws regarding data protection. This policy aims to:

- Establish guidelines for the creation, storage, and disposal of school records.
- Ensure the privacy and security of personal data.
- Facilitate efficient record management for school operations, student affairs, and governance.

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### 2. Scope

This policy applies to all records maintained by Shining Star International School, including:

- Student records (academic, attendance, medical, etc.).
- Staff records (employment, performance, etc.).
- Financial records.
- Administrative and governance records.

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### 3. Definitions

The following terms are used in this policy:

Term	Definition
<b>Additional Learning Needs</b>	Individual requirements for additional support, modifications, or accommodations within a school setting.
<b>Extracurricular Activities (ECA)</b>	Organized activities outside the school curriculum, such as sports, clubs, and competitions.
<b>Performance Management Records</b>	Documents related to staff performance evaluations and development goals.
<b>Records</b>	Information (in hard or soft copy) related to school operations, student affairs, staff, and governance.

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#### 4. Policy Statement

Shining Star International School is committed to maintaining accurate, secure, and up-to-date records in compliance with ADEK's regulations and UAE laws. This policy ensures that all records are managed efficiently, with appropriate measures for data protection and privacy.

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#### 5. Guiding Principles

The following principles guide the implementation of this policy:

- **Accuracy:** All records must be clear, accurate, and up-to-date.
  - **Security:** Records must be stored securely, with access limited to authorized personnel.
  - **Compliance:** The school will adhere to ADEK's regulations and UAE laws regarding data protection.
  - **Transparency:** Record management processes will be transparent and accessible to authorized stakeholders.
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#### 6. Responsibilities

- **School Administration:** Ensure the policy is implemented and adhered to by all stakeholders.
  - **Teachers and Staff:** Maintain accurate records related to students, staff, and school operations.
  - **Parents:** Provide necessary documentation and ensure the accuracy of student records.
  - **Students:** Follow school rules regarding attendance and academic progress.
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#### 7. Procedures

##### 7.1 Record Management

1. **Types of Records:** SSIS will maintain the following types of records:
  - Student records (personal information, attendance, academic progress, etc.).
  - Staff records (employment details, performance management, etc.).
  - Financial records (school finances, audits, etc.).
  - Administrative and governance records (school policies, board meetings, etc.).
2. **Storage of Records:** Records will be stored securely, either digitally or physically, with access limited to authorized personnel. Digital records will be stored on secure servers, and physical records will be kept in locked storage areas.
3. **Data Protection:** SSIS will implement a data protection plan in compliance with UAE laws, including:
  - Classifying documents based on sensitivity.
  - Reporting and handling security breaches.
  - Monitoring compliance with data protection measures.

##### 7.2 Disposal of Records

- **Disposal Procedures:** Records will be disposed of in accordance with ADEK's guidelines and UAE laws. Disposal will be carried out by authorized personnel, and proof of destruction will be maintained.
- **Record Preservation:** Student records will be preserved for at least 5 years after the student leaves the school. Graduation records will be maintained indefinitely.

### 7.3 Student School Transfer

- **Transfer of Records:** When students transfer to another school, SSIS will transfer key student records, including academic progress and transfer certificates, in compliance with ADEK's Student Administrative Affairs Policy.
  - **Parental Consent:** SSIS will obtain parental consent before transferring any student records to a third party.
  - 7.4 School Closure
  - **Record Preservation:** In the event of school closure, SSIS will provide ADEK with a plan for the preservation or transfer of records.
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### 8. Compliance & Enforcement

- **Compliance:** SSIS will ensure full compliance with this policy by the start of the Academic Year 2025/26.
  - **Enforcement:** Failure to comply with this policy may result in legal accountability and penalties as per ADEK's regulations and UAE laws.
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### 9. Review & Revision

This policy will be reviewed annually to ensure it remains current and aligned with ADEK's regulations and the school's mission and vision.

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### 10. References

- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law.
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data.
- Financial Law No. (1) of 2017 for the Abu Dhabi Emirate.
- ADEK Records Policy.