

BIA Data & School Information Confidentiality Policy

Purpose

- To safeguard the privacy and confidentiality of all student, staff, and school information.
- To establish clear procedures for the responsible collection, storage, and sharing of confidential data.
- To ensure full compliance with relevant data protection laws and regulations.

Scope

This policy applies to all personal and confidential information held by Brighton International Academy, including:

- **Student Data:** Personal details, academic records, health records, disciplinary records, and other student-related information.
- **Staff Data:** Personal information, employment records, and performance evaluations.
- **School Information:** Administrative, financial, and operational information related to the management and running of the school.

This policy applies to all school employees, contractors, volunteers, and any other individuals who have access to confidential school data.

Definitions

Confidential Information: Any data or information that is private, sensitive, or otherwise restricted, requiring protection against unauthorized access or disclosure.

Personal Data: Any information relating to an identifiable individual, including names, contact details, identification numbers, and other personal identifiers.

Data Subjects: Individuals whose personal data is collected, processed, or stored, including students, parents, staff members, and other individuals associated with the school.

Procedures

1. Collection of Data

- **Consent:** The school will obtain consent from students (where applicable), parents, and staff before collecting personal information, particularly sensitive data like health or financial details.
- **Purpose of Data Collection:** Personal data will only be collected for legitimate reasons, such as student enrollment, tracking academic progress, staff employment, and general school administration.
- **Data Minimization:** Only the essential personal information needed for the intended purpose will be collected.

2. Storage and Security of Confidential Information

- **Physical Security:** All confidential physical records, like files and documents, will be kept in

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locked, secure cabinets. Access is restricted to authorized personnel only.

- **Digital Security:** Digital records will be stored on secure servers with measures such as password protection and encryption. Only staff with proper authorization can access this information.
- **Data Retention:** Confidential information will only be kept for as long as it is needed. Any data that is outdated or no longer required will be safely deleted or destroyed.

3. Access to Confidential Information

- **Authorized Personnel:** Only staff who need confidential information to perform their duties—such as teachers, administrators, counselors, and other relevant personnel—are allowed access.
- **Role-Based Access:** Access to sensitive data is granted strictly on a need-to-know basis, ensuring employees can only see information necessary for their role.
- **Parental Access:** Parents or guardians can request access to their child's records, including academic or health information, by submitting a formal request to the school administration.

4. Data Sharing and Disclosure

- **Internal Use:** Confidential information may be shared internally among authorized staff for legitimate educational or administrative purposes, always maintaining strict confidentiality.
- **External Disclosure:** Confidential information will not be shared with outside parties without explicit consent from the individual (or their parent/guardian), except in specific situations:
 - When required by law, such as requests from government authorities or legal investigations.
 - When necessary for health or safety reasons, like medical emergencies.
 - To transfer student records to another school, with parental consent.
- **Third-Party Service Providers:** When working with external providers (e.g., IT services or educational platforms), the school will ensure they follow strict data protection standards and sign confidentiality agreements.

5. Confidentiality of School Information

- **Administrative Information:** Confidential information related to the school's management and operations—such as financial records, strategic plans, and sensitive communications—must be protected and accessed only by authorized personnel.
- **External Communications:** Any sharing of confidential school information with external parties, including vendors, contractors, or partners, requires prior approval from school administration and must comply with confidentiality requirements.

6. Rights of Parents and Students

- **Access to Information:** Parents and students (where relevant) have the right to view the personal information the school holds about them. Requests must be submitted in writing, and the school will respond within a reasonable timeframe.
- **Correction of Information:** Parents and students can request updates or corrections if any personal information is inaccurate or incomplete.
- **Right to Deletion:** In certain cases, parents or students may ask for personal information to be deleted, provided that keeping it is not required by law or school policy.

Roles and Responsibilities

Role	Responsibility
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Confidentiality Obligations of Employees

- **Confidentiality Agreements:** All employees and contractors who have access to confidential information are required to sign a confidentiality agreement as part of their employment or contractual obligations.
- **Code of Conduct:** Employees must follow the school's Code of Conduct, acting with integrity, professionalism, and discretion when handling confidential information.
- **Breach of Confidentiality:** Any employee who improperly discloses or mishandles confidential information may face disciplinary action, up to and including termination, depending on the severity of the breach.

Responding to Data Breaches

- **Reporting a Breach:** If there is a data breach that affects the security or confidentiality of student, staff, or school information, it must be reported immediately to the school administration.
- **Investigating the Breach:** The school will examine all reported breaches to understand their scope, evaluate the impact, and take steps to minimize any harm.
- **Notifying Affected Individuals:** Students, parents, or staff whose personal or confidential information has been compromised will be informed promptly.

Monitoring and Evaluation

Adhering to Data Protection Laws

- **Legal Compliance:** Brighton International Academy is committed to following all applicable data protection and privacy laws to safeguard confidential information, including local regulations and relevant international standards.
- **Staff Training:** The school provides ongoing training for staff to ensure they fully understand their responsibilities regarding data protection and confidentiality.
- **Policy Review and Updates**
- **Annual Review:** This policy will be reviewed every year to make sure it stays up to date with best practices and legal requirements.
- **Communicating Changes:** Any updates to the policy will be shared with all staff, parents, and students, and the latest version will be made accessible to the school community.

Brighton International Academy is dedicated to protecting the privacy and confidentiality of all personal and school-related information. Following this policy ensures that student, staff, and school data are managed responsibly, securely, and with integrity.

Policy Management and Review

Policy Created By:	Ms. Samina and Ms Amira
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Reviewed by:	MS. Rehana
Reviewed on:	April 2026
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Review Cycle:	Annual
Approval Authority:	Ms. Eman Omar

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