



Records Policy

Academic Year 2026 – 2027

1. Policy Statement

Belvedere British School (BBS) is committed to maintaining accurate, up-to-date, and secure records to support effective governance, operations, and student learning, in full compliance with UAE data protection laws and ADEK policies.

2. Purpose

This policy ensures that:

- Transparent and consistent handling of all school records.
- Safeguard personal and sensitive data across all formats.
- Support school operations, student welfare, and regulatory compliance.

3. Scope

This policy applies to all BBS employees handling school records in any form—digital or physical—and encompasses:

- Student Records
- Staff Records
- Financial Records
- Administrative Records
- Governance Records

4. Types of Records and Duration of Storage

Record Type	Minimum Required Data	Storage Duration
Student Records	Personal details, attendance, academic and extracurricular performance, behavioural logs, DLPs, medical records, safeguarding incidents	5 years after departure (graduation records kept indefinitely)
Staff Records	Personal and employment details, qualifications, medical info, performance, conduct, surveys	5 to 7 years after the end of employment
Financial Records	In line with ADEK Financial Audit and Reports Policy	As per Financial Law No. 1 of 2017
Administrative Records	Property, HR, ICT, legal, daily operations, logs, inspection files	At least 5 years
Governance Records	Policies, board minutes, development plans, reports	At least 5 years

5. Record Management Framework

5.1 Rationale for Collection

- Records are collected to support the school's educational mission, comply with legal obligations, manage risk, and report to ADEK.

5.2 Resources and Storage

- **Digital Systems:** Cloud-based solutions with encrypted access (e.g., Microsoft 365, Google Accounts, ISAMS- MIS)
- **Physical Systems:** Locked cabinets in restricted-access rooms

5.3 Roles and Responsibilities

- **Principal:** Overall accountability
- **Records/Archive Officer:** Day-to-day coordination and compliance
- **IT Manager:** Digital security and backup systems
- **Heads of Department:** Ensure accurate and timely entry of data

6. Data Protection and Privacy

BBS implements a **Data Protection Plan** in line with Federal Decree Law No. (45) of 2021, including:

- Role-based access control (full/limited/none)
- Regular audits and breach reporting
- Secure authentication for digital systems
- Monitoring and internal training on data security

7. Digital Incident Management

All digital incidents (data breaches, loss, or misuse) are logged, signed by the Principal, and stored for ADEK audit.

8. Storage & Disposal

- **Storage:** Secure, fire-resistant, humidity-controlled environments; cloud systems are encrypted and access-controlled.
- **Disposal:** Approved personnel conduct record destruction using shredders (paper) or secure digital deletion. Proof of disposal is archived.
- **Clean-Up:** Annual review and purge of expired records is conducted.

9. Transfer of Student Records

Upon transfer request, BBS shall:

- Obtain parental consent
- Provide academic, medical, and behavioural records
- Transfer securely, in line with the ADEK Student Administrative Affairs Policy

10. School Closure Contingency

In the event of closure:

- BBS will submit a Record Preservation and Transfer Plan to ADEK
- Records will be archived digitally or handed over to ADEK as required

11. Compliance

Non-compliance with this policy will be subject to internal disciplinary procedures and regulatory penalties per ADEK and UAE laws.

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

BBS Board of Governors

School Stamp