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#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

International Community School (ICS) recognizes the critical importance of effective records management in maintaining the integrity, security, and accessibility of information. Accurate and up-to-date records are essential for the smooth operation of the school, the fulfillment of legal obligations, and the protection of student, staff, and institutional data. This comprehensive policy combines the principles of records creation and management, ensuring that all records are handled in accordance with the highest standards of confidentiality, accuracy, and regulatory compliance.

Purpose

The purpose of this policy is to:

- Establish a robust framework for the creation, maintenance, and management of all records at ICS.
- Ensure that records are managed in a way that supports the school's operational needs, legal obligations, and strategic goals.
- Define clear roles and responsibilities for staff in managing records, including the secure handling, storage, and disposal of records.
- Implement a comprehensive data protection plan that aligns with UAE laws and ADEK guidelines to safeguard personal and sensitive information.
- Facilitate the efficient transfer, archiving, and disposal of records in compliance with legal requirements and school policies.

School Obligations

ICS is committed to maintaining clear, accurate, and up-to-date records that support the effective administration of the school, the management of student and staff affairs, and the governance of school operations. All records must be managed in a manner that upholds the school's values of integrity, transparency, and respect for privacy.

Records Policy

ICS has developed a comprehensive Records Policy that ensures the responsible creation, maintenance, and management of all records. This policy outlines the types of records maintained by the school, the rationale for data collection, and the procedures for managing these records. The key components of the Records Policy include:

- **Types of Records**: ICS maintains various types of records, including but not limited to student records, staff records, financial records, administrative records, and governance records. Each category of records is subject to specific management and preservation protocols.
- **Rationale for Data Collection**: The collection and storage of records at ICS are guided by the need to support educational objectives, comply with legal and regulatory requirements, and facilitate effective decision-making. Records are collected and maintained only as necessary for these purposes.
- **Resources for Record Management**: ICS employs both digital and physical systems to manage records securely and efficiently. Digital records are stored in encrypted cloud systems with restricted access, while physical records are stored in secure, climate-controlled environments.
- **Modes of Storage**: Different types of records are stored using appropriate methods that ensure their security, accessibility, and longevity. Digital records are backed up regularly, and physical records are stored in a manner that protects them from damage or unauthorized access.
- **Roles and Responsibilities**: Specific staff members are authorized to create, access, maintain, and dispose of records. These roles are clearly defined to ensure accountability and adherence to the Records Policy.

- **Data Protection Plan**: ICS has implemented a Data Protection Plan that outlines the measures taken to safeguard personal information, including data classification, access control, and breach management protocols (detailed further in the Records Management Policy section).
- **Record Preservation Schedule**: The policy outlines the duration for which various records must be preserved, ensuring compliance with ADEK guidelines and legal requirements.
- **Record Disposal Procedures**: Secure disposal procedures are in place for records that are no longer required. These procedures ensure that sensitive information is destroyed in a manner that prevents unauthorized access or data breaches.
- **Student Record Transfer Procedures**: When students transfer to another school, ICS ensures that their records are transferred efficiently and securely, with parental consent obtained for any third-party disclosures.
- **School Closure Protocol**: In the event of a school closure, ICS will provide ADEK with a clear plan for the preservation or transfer of all school records, ensuring compliance with regulatory requirements.

Records Management Policy

The ICS Records Management Policy provides a detailed framework for the systematic management of records, ensuring their accuracy, security, and accessibility throughout their lifecycle. The key components of the Records Management Policy include:

Document Classification

ICS categorizes all documents according to their sensitivity and relevance, implementing strict access controls to protect sensitive information. Documents are classified into three categories:

- **Full Access**: Documents that may be accessed by authorized personnel without restrictions.
- **Limited Access**: Documents that are restricted to specific staff members or departments due to their sensitive nature.
- **No Access**: Documents that are highly confidential and restricted to senior management or designated individuals only.

Security and Data Protection

ICS is dedicated to protecting the privacy and confidentiality of all personal data contained in school records. The Data Protection Plan includes:

- **Access Control**: Only authorized staff members are permitted to access, modify, or dispose of records. Access rights are reviewed regularly to ensure compliance with data protection regulations.
- **Data Encryption**: All digital records are stored in encrypted formats to prevent unauthorized access and ensure data integrity.
- **Physical Security**: Physical records are stored in secure, climate-controlled environments, with access restricted to authorized personnel. These environments are regularly inspected to ensure the safety and preservation of records.

- **Breach Management**: ICS has established procedures for identifying, reporting, and managing security breaches. In the event of a data breach, the school will follow protocols aligned with ADEK's Safeguarding Policy to mitigate the impact and prevent future incidents.

Records Creation and Maintenance

Records at ICS are created and maintained according to standardized procedures that ensure their accuracy, completeness, and relevance. This includes:

- **Data Entry Standards**: Staff members responsible for entering data into records are trained to ensure accuracy and consistency. Regular audits are conducted to identify and correct any discrepancies.
- **Record Updates**: Records are updated regularly to reflect changes in student or staff information, academic progress, or other relevant data. Outdated or obsolete information is removed to maintain the accuracy of records.
- **Audit Trails**: All changes to records are logged to create an audit trail, providing a clear history of modifications and ensuring accountability.

Storage and Archiving

ICS ensures that all records are stored securely and archived appropriately to meet both operational and legal requirements:

- **Digital Storage**: Digital records are stored on encrypted cloud platforms, with regular backups performed to prevent data loss. Access to these platforms is restricted and monitored to ensure data security.
- **Physical Storage**: Physical records are stored in secure, climate-controlled facilities. These records are protected against unauthorized access, fire, water damage, and other risks.
- **Archiving**: Records that are no longer in active use but are required to be retained for legal or historical reasons are archived securely. Archived records are stored in a manner that ensures their preservation and allows for easy retrieval if needed.

Record Preservation Schedule

The Records Management Policy includes a detailed preservation schedule that specifies the duration for which different types of records must be retained:

- **Student Records**: Preserved for at least five years after the student leaves the school, with graduation records maintained indefinitely.
- **Staff Records**: Preserved for at least five years following the end of employment, with the option to extend storage if beneficial to school operations.
- **Financial Records**: Managed in accordance with ADEK's Financial Audit and Reports Policy and relevant UAE financial laws, with specific retention periods defined for different types of financial documentation.
- **Administrative and Governance Records**: Preserved for a minimum of five years, or longer if required by legal obligations or operational needs.

Disposal of Records

When records are no longer required, they are disposed of in a secure and environmentally responsible manner:

- **Secure Disposal**: Sensitive records are destroyed using secure methods such as shredding or secure digital deletion to prevent unauthorized access or data breaches.
- **Proof of Destruction**: ICS maintains records of the disposal process, including proof of destruction, to ensure compliance with legal and regulatory requirements.
- **Regular Clean-Ups**: ICS conducts regular data clean-ups to ensure that only necessary records are retained, reducing the risk of data breaches and ensuring compliance with the preservation schedule.

Student School Transfer

When a student transfers to another school, either within or outside the UAE, ICS is responsible for:

- **Transfer of Records**: Academic records, achievement reports, and other relevant documents are transferred to the receiving school upon the request of the student's parents, ensuring a smooth transition.
- **Parental Consent**: ICS obtains explicit parental consent before transferring any student information to third parties, ensuring compliance with ADEK's Student Administrative Affairs Policy and data protection regulations.

School Closure

In the event of a school closure, ICS will implement a comprehensive plan for the preservation or transfer of all school records. This plan will be submitted to ADEK for approval and will ensure that all records are handled in compliance with regulatory requirements, including the secure transfer or archiving of records as necessary.

Compliance

This policy is effective from the start of the Academic Year 2024/25 (Fall term). ICS must be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term). Non-compliance may result in legal consequences as stipulated by ADEK regulations and other relevant UAE laws.

Linked Policies

This Records and Records Management Policy is interconnected with the following ICS and ADEK policies:

- Data Protection Policy
- Student Protection Policy
- Financial Management Policy
- Governance Policy
- Digital Policy

- Safeguarding Policy
- Sustainability Policy

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

Conclusion

ICS is committed to maintaining the highest standards in records creation and management, ensuring that all records are handled responsibly, securely, and in compliance with UAE laws and ADEK regulations. This policy provides a comprehensive framework for the management of records at ICS, supporting the school's mission to provide a high-quality educational environment while protecting the privacy and security of all stakeholders.