



Straits International School will ensure that under the Personal Data Protection Act (PDPA) 2010, all school personnel are able to access their personal data that is held about them. We believe it is our duty to respond to any request of access within 40 days.

We aim to protect the right of school personnel to privacy in line with the PDPA 2010.

We believe that all personal data covered by the PDPA 2010 includes the school admission register, attendance registers, curricular records, assessment data, class lists, reports to parents, disciplinary records, school personnel files, financial information, and strategic and improvement plans.

Aims

- To allow all school personnel their right to have access to their personal data.
- To protect all school personnel's right to privacy in line with the PDPA 2010.

Procedure

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| Role of the School Board ("The Board") | <p>The Board has :</p> <ul style="list-style-type: none"> ▪ the responsibility to comply with the legal requirements of the PDPA 2010 ▪ delegated powers and responsibilities to the Principal as Data Controller for the school ▪ nominated the Chief Executive Officer ("CEO") to visit the school regularly to ensure that security procedures are in place and will report back to the Board ▪ responsibility for the effective implementation, monitoring and evaluation of this policy |
| Role of the Principal / Data Controller | <p>The Principal/Data Controller will ensure :</p> <ul style="list-style-type: none"> ▪ the school complies with the PDPA ▪ security measures and confidential systems are in place to protect personal data and pupil records ▪ all personal data is accurate and that inaccurate data is corrected or erased ▪ procedures are in place to deal with requests for access to personal data ▪ school personnel are aware of their rights ▪ school personnel are aware of their responsibilities |
| Role of School Personnel | <p>School Personnel will :</p> <ul style="list-style-type: none"> ▪ follow the safe and confidential system procedures that are in place to protect personal data and pupil records ▪ apply in writing for access to their personal data ▪ comply and respect confidentiality of personal information when involved with interviewing new school personnel ▪ inform the school of any changes to their personal data |
| Data Protection Principles | <p>Personal data must:</p> <ul style="list-style-type: none"> ▪ be processed lawfully ▪ be obtained and processed for specific and lawful purposes ▪ be sufficient, appropriate and not excessive in relation to the precise purpose ▪ be accurate and up to date ▪ not be kept for a great length of time ▪ be processed in agreement with the individual's legal rights ▪ be protected against unlawful processing, accidental loss, destruction or |



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| | damage |
| Security Measures | <p>We shall ensure that all computers and servers are secured with :</p> <ul style="list-style-type: none"> ▪ anti-virus software ▪ fire wall software ▪ passwords <p>All school personnel are trained to :</p> <ul style="list-style-type: none"> ▪ be discreet and confidential ▪ consider the safe and secure positioning of computers ▪ back up data ▪ turn off computers when not in use ▪ remember password access ▪ lock filing cabinets and doors to offices ▪ shred confidential material |
| Disclosure of Data | <ul style="list-style-type: none"> ▪ Personal data cannot be disclosed to a third party without the consent of the individual except when it is legally required. |
| Request for Access to Data | <ul style="list-style-type: none"> ▪ All requests from school personnel for access to their data must be made in writing on headed note paper and sent to the data controller. |
| Rights of Individuals | <p>Individuals have rights to:</p> <ul style="list-style-type: none"> ▪ know when their data is being processed, the reason it is being processed and the name of the person or organisation requesting the information ▪ prevent processing which could be harmful to them or others ▪ prevent the processing of their performance management records ▪ go to court to prevent inaccurate data being used ▪ stop data being processed for direct marketing ▪ access and correct personal information <p>Individuals are not entitled to:</p> <ul style="list-style-type: none"> ▪ copies of their references ▪ information on pay reviews ▪ examination results until they have been released |
| Grievance Procedure | <ul style="list-style-type: none"> ▪ Any member of the school personnel who disputes any aspect of their personal data with the Data Controller has the right to take up the matter under the school's formal grievance procedures by writing to the Data Administrator at info@sisgroup.edu.my or contact us at 03-6733 3178 |
| Monitoring the Effectiveness of the Policy | <ul style="list-style-type: none"> ▪ Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors |