

Staff Privacy & Confidentiality Code of Conduct

All educational professionals are entrusted with sensitive student, staff, and institutional information. The following rules must be strictly adhered to in order to ensure compliance with UAE laws and uphold the highest standards of integrity and professionalism.

1. Student Information Confidentiality

- Never disclose personal, academic, medical, or behavioral information about any student without proper authorization or a legal obligation.
- Discussions regarding students should only occur with authorized school personnel or parents/guardians under official procedures.

2. Staff-Related Confidentiality

- All staff matters (e.g., performance evaluations, disciplinary actions, personal concerns) must remain confidential and be handled through official channels only.
- Sharing or discussing such matters outside professional contexts or without consent is strictly prohibited.

3. Secure Handling of Sensitive Data

- All documents (physical or digital) containing personal or institutional data must be securely stored.
- Access should be limited strictly to authorized individuals on a need-to-know basis.

4. Use of Communication Platforms

- Avoid using personal emails or messaging applications (e.g., WhatsApp) to transmit or discuss confidential information.
- Only official school-approved platforms must be used for communication involving sensitive school data.

5. Social Media Conduct

- Do not post or share photos, videos, internal concerns, or any sensitive school-related content involving students or staff on social media.
- Written approval from school leadership must be obtained before posting or collaborating on any external or online platforms.

6. Use of Personal Devices

- Storing confidential data on personal devices (e.g., student records, assessments) is only permitted with explicit school approval and proper encryption.
- It is recommended to use school-provided or authorized systems to ensure data protection.

7. Post-Employment Confidentiality

- Former staff members must continue to uphold confidentiality regarding any information acquired during their tenure.
- Disclosure of such information after employment termination is considered a violation of this code.

8. Reporting Breaches

- Any suspected or actual breach of privacy or data confidentiality must be reported immediately to the school leadership.
- Prompt reporting is essential for the mitigation of risks and compliance with legal responsibilities.

9. Compliance with National Regulations

- All staff are required to understand and adhere to the UAE's data protection regulations and the specific guidance issued by:
 - **Ministry of Education (MOE)**
 - **Knowledge and Human Development Authority (KHDA)**
 - **Abu Dhabi Department of Education and Knowledge (ADEK)**
- Ignorance of these regulations will not be accepted as an excuse for misconduct.

This **Staff Privacy & Confidentiality Code** is an integral part of the educator's professional duties. Violations may result in disciplinary action, including the suspension or withdrawing of teaching licenses, as per the laws and policies of the UAE.

Declaration

I, the "Teacher" _____ hereby acknowledge That I have read the document of (**Staff Privacy & Confidentiality Code of Conduct**) and understood its content, and I undertake to be bound by the provisions contained herein-and I have received a copy of the same.