



Records Policy

Merryland International School is committed to creating and maintaining clear, comprehensive, accurate, and current records to fulfil our functions effectively. The school abides by UAE laws on data protection when handling records containing personal data. This policy outlines the minimum requirements governing the school's record creation and management practices. The purpose of this policy is to:

- Ensure clarity on requirements for creating and maintaining accurate records.
- Establish clear guidelines for handling all recorded data within the school.
- To ensure that records relating to teaching, learning, student wellbeing, safeguarding, and inclusive education are maintained appropriately and confidentially.

Definitions

Additional Learning Needs: Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.

Extracurricular Activities (ECA): Organized activities that students can participate in that are usually external to the school curriculum (but may be connected to it). Activities can be scientific, athletic, cultural, intellectual, philanthropic, and/or social in nature, and include, but are not limited to sports teams, clubs, private sports lessons, competitions, performances, recreational activities, field trips and overseas travel, as well as activities hosted virtually.

Performance Management Records: Documents pertaining to the periodic and ongoing process of communication between a supervisor and staff to achieve the strategic objectives of the organization and individual development goals.

Records: Information (in hard or soft copy), on school operations, student affairs, school staff, financial matters, and other aspects of school functioning.



Digital Incident: An instance where a member of the school community engages in the inappropriate use of digital technology. This includes a breach of the reasonable usage policies, the accessing of inappropriate content, inappropriate behaviors or communications, cyberbullying, and/or any other breach of school regulations in an online setting.

1. Records

1.1 School Responsibilities: The School ensures the maintenance of clear, accurate, up-to-date, and detailed records of the school and various stakeholders to effectively manage administration, operations, student affairs, and governance.

1.2 School Record Management Policy: The School has developed and implemented its School Record Management Policy to oversee its records effectively, aligning with school needs, ADEK policies, and regulatory requirements. This policy includes the following components:

- Types of records maintained by the school (refer to Section 2: Types of Records).
- Reasons for data collection and storage of records.
- Resources used for record management (e.g., digital systems like hard disks, cloud subscriptions, or physical systems like warehouses).
- Methods of storage for different types of records.
- Staff responsibilities, including roles authorized to create, access, maintain, and dispose of various records.
- Data protection plan (see Section 1.3 Data Privacy and Protection).
- Schedule for preserving records.
- Procedures for disposing of records (see Section 1.4.2 Disposal of Records).
- Procedures for transferring student records during school transfers (see Section 1.5 Student School Transfer).
- Protocols for preserving and transferring records in the event of school closure.
- Responsibilities for reporting school data in accordance with ADEK Reporting Policy.

1.3 Data Privacy and Protection:

School Data Protection Plan

The school has developed and implemented a data protection plan in compliance with Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and the ADEK Digital Policy. The key components include:

- Document classification mechanisms based on data sensitivity standards (e.g., full access, limited access, no access) for various stakeholders.



- Procedures for identifying, reporting, and managing security breaches aligned with the ADEK Safeguarding Policy.
- Procedures for implementing and monitoring compliance with the data protection plan.

Digital Incidents

The school ensures that every digital incident is recorded, documented, signed by the Principal, and stored for auditing purposes.

1.4 Storage and Disposal of School Records

The school has developed and implemented mechanisms for secure, environmentally sustainable, and safe storage and disposal of school records in alignment with the ADEK Digital Policy and Sustainability Policy.

Storage of Records

The school employs secure storage mechanisms accessible only to authorized staff, ensuring suitable environmental conditions for record preservation (hard or soft copy).

- The school has defined and will abide by durations for storage of various records to comply with ADEK requirements. The records will be stored for a minimum of 2 years and a maximum of 5 years.

Disposal of Records

The school outlines and implements record disposal processes based on preservation schedules using authorized personnel.

- Merryland outlines and adheres to guidelines for document disposal adhering to ADEK and UAE jurisdiction policies. When the documents exceed the duration of their preservation, they will be disposed of by authorized personnel.
- Merryland maintains proof of record destruction and conducts regular data clean-ups.

1.5 Student School Transfer: The school commits to efficiently transfer and ensure the receipt of key student information records (academic progress, transfer certificates) within or outside the UAE, adhering to requests from parents as per the ADEK Student Administrative Affairs Policy. Parental permission is obtained before transferring student information to third parties.



1.6 School Closure: In the event of school closure, the school will provide ADEK with a clear plan for record preservation or transfer, following ADEK policies.

2 Types of Records

2.1 Student Records: The school maintains comprehensive and up-to-date records of student information (for a maximum period of 5 years after the student leaves the school), including:

- Personal details (name, date of birth, gender, nationality, parent information, address, and contact information).
- Attendance records.
- Academic progress and achievements.
- Extracurricular participation and accomplishments.
- Behavioural incidents.
- Documented learning plans (DLPs) for students with additional learning needs as per the ADEK Inclusion Policy.
- Cases related to student protection in line with the ADEK Student Protection Policy.
- Medical information. The school has created and maintained detailed, up-to-date, secure, and confidential individual student records on medical information, in line with the requirements of the Department of Health (DoH).
- Copies of reports on student information submitted to ADEK, parents, and other stakeholders.
- Any additional information required by ADEK.

2.2 Staff Records: The school maintains detailed staff records (in a confidential manner with limited access to necessary personnel) including:

- Personal information (identity, address, contact details, and medical information).
- Employment history (current and past employment, educational qualifications and certification verification, record of experience, terms of employment, salary, and benefits).
- Educational and professional development activities (teaching assignments, continuous professional development, attendance, and leaves).
- Records of professional conduct (including serious incidents, complaints, and investigation reports).
- Copies of reports on staff information shared with ADEK, parents, and other stakeholders.



2.3 Financial Records: The school maintains accurate and comprehensive financial records accessible to school owners, the governing board, the Principal, and ADEK upon request.

Records include:

- Reports on financial information shared with ADEK, parents, and stakeholders.
- Compliance with Financial Law No. 1 of 2017 for the Abu Dhabi Emirate.

2.4 Administrative Records: The school maintains current and accurate administrative records for a maximum duration of 10 years covering:

- Property, infrastructure, and facilities management.
- Human resource management.
- Finance management.
- Information systems and management.
- Records related to management committees and school activities.
- School inspection documents, including self-evaluation forms.
- Day-to-day activities such as visitor logs and enrollment information.
- Legal activities and contracts.
- Copies of reports on administrative information shared with ADEK, parents, and stakeholders.

2.5 Governance Records: The school preserves comprehensive governance records, for a maximum duration of 10 years, including:

- School-level governance policies.
- Board agendas and minutes of meetings.
- Details and correspondence related to board elections.
- School Development Plans.
- Annual reports.
- Policies and guidelines developed by the school (emergency procedures, school rules).
- Copies of reports on governance information shared with ADEK, parents, and stakeholders.

The school ensures the proper storage and preservation of all records in accordance with regulatory requirements and operational needs.

This policy will be reviewed every year.

Principal



Revised on 02 June 2026

Merryland International School is an outstanding ISO 9001-certified British Curriculum K-12 school in Abu Dhabi, UAE. It provides high-quality education to pupils of more than 40 nationalities. For the past four decades, Merryland has been a pioneer in education, remaining true to its motto 'Changing lives... nations wide'.

