PPS PRIVACY POLICY 2026-2027

Phoenix Private School, Doha – For Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

1. Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.

Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

2. Introduction

Phoenix Private School values the privacy of its students, parents, staff, and wider community. This Privacy Policy explains how personal data is collected, used, stored, and protected in line with applicable data protection legislation and regulatory expectations.

3. What Information We Collect

We may collect the following types of personal data:

- Student information (e.g. name, date of birth, academic records, attendance, medical and safeguarding data)
- Parent/carer information (e.g. contact details, identification, payment details)
- Staff information (e.g. employment records, qualifications, payroll information)
- Images and recordings (photographs and videos used for educational or communication purposes)

4. How We Use Personal Data

Personal data is used to:

- Provide high-quality education and student support
- Ensure safeguarding, health, and wellbeing
- Communicate effectively with parents and stakeholders
- Meet legal, regulatory, and inspection requirements
- Manage staff employment and professional development

5. Lawful Basis for Processing

We process personal data only where there is a lawful basis, including legal obligation, performance of a contract, legitimate educational interests, protection of vital interests, or consent where required.

6. Data Sharing

Personal data may be shared with regulatory authorities, examination boards, health and safeguarding agencies, and approved service providers. All third parties are required to maintain confidentiality and appropriate data security standards.

7. Data Security and Retention

We take appropriate technical and organisational measures to protect personal data. Data is retained only for as long as necessary and disposed of securely in line with our retention schedule.

8. Individual Rights

Individuals have the right to access their personal data, request corrections, object to processing where applicable, and request deletion in certain circumstances.

9. Policy Review

This Privacy Policy is reviewed annually or in response to changes in legislation or school practice.

Privacy Notice

1. Who We Are

Phoenix Private School is the data controller responsible for the personal data we collect and process.

2. What Personal Data We Collect

We collect personal data relating to students, parents/carers, staff, and visitors, including contact details, educational records, employment information, and safeguarding or medical information where required.

3. Why We Collect Personal Data

We collect personal data to:

- Educate and support students
- Safeguard children and staff
- Communicate with parents and the school community
- Comply with legal and regulatory requirements

4. How We Use and Share Data

Personal data is used only for legitimate school purposes and may be shared with authorities, examination boards, or professional services when required.

5. How Long We Keep Data

Personal data is retained securely and only for as long as necessary in accordance with legal and regulatory guidance.

6. Your Rights

You have the right to request access to your data, request corrections, raise concerns, or withdraw consent where applicable.

7. Contact Details

Any questions or requests relating to personal data should be directed to the school's Data Protection Lead or Headteacher.