ليـــوا للتعليم
Liwa Education

مدرســـة لـــيـــوا الـــدولـــيـــة
Liwa International School
الـقـطـارة Al Qattara

2026-2027

Records Policy

Policy Document

AY 26/27

August 2026

Effective Date: Aug 2026
Review Date: Yearly

LISQ Records Policy

Introduction

The creation and maintenance of clear, accurate, and up-to-date records are essential for LISQ to discharge its functions effectively. This policy outlines the requirements for managing records in compliance with UAE laws and ADEK guidelines. It ensures the secure and efficient handling of records related to students, staff, governance, and administration.

Purpose

This policy aims to:

1. Inform stakeholders of the requirements for creating and maintaining clear and accurate records.
2. Outline the procedures for handling, storing, and disposing of data in compliance with UAE laws and ADEK policies.
3. Protect the confidentiality and integrity of records while ensuring accessibility to authorized personnel.

Scope

This policy applies to all records maintained by LISQ, including but not limited to:

1. Student records
2. Staff records
3. Financial records
4. Administrative records
5. Governance records

Policy Guidelines

1. Record Management Requirements

1.1 LISQ will maintain detailed, clear, accurate, and up-to-date records to effectively manage its operations.

1.2 A School Records Management Plan will be implemented to include:

Types of records maintained:

a. Rationale for data collection and storage.
b. Methods of storage (e.g., digital and physical systems).
c. Roles and responsibilities for creating, accessing, maintaining, and disposing of records.
d. A data protection plan in compliance with UAE Federal Decree Law No. (45) of 2021.
e. A record preservation schedule and disposal procedures.
f. Procedures for transferring records during school transfers or closures.

1.3 LISQ shall ensure that all record-keeping aligns with ADEK policies and other regulatory requirements.

2. Data Privacy and Protection

2.1 A Data Protection Plan shall include:

2.1.1 Mechanisms for classifying documents based on sensitivity (e.g., full access, limited access).

2.1.2 Procedures for identifying and handling data breaches, as per the ADEK School Safeguarding Policy.

2.1.3 Regular monitoring to ensure compliance with data protection laws.

2.2 Digital incidents must be documented, signed by the Principal, and stored securely for audit purposes.

2.3 Access to sensitive data shall be limited to authorized personnel only.

3. Storage and Disposal of Records

3.1 Records will be stored securely, ensuring accessibility to authorized personnel while maintaining environmental conditions for preservation.

3.2 Disposal of records shall follow an approved schedule and adhere to ADEK guidelines. Evidence of destruction will be documented.

3.3 Graduation records will be maintained indefinitely, while other records will be preserved for at least five years after a student's departure or staff member's employment ends.

4. Student Records

4.1 Required information includes:

4.1.1 Personal details, attendance, academic progress, extracurricular participation, behavioral records, and documented learning plans.

4.1.2 Medical information and protection-related cases, in compliance with ADEK and Department of Health (DoH) policies.

4.2 Records will be updated regularly and made accessible to parents upon request.

5. Staff Records

5.1 Required information includes:

5.1.1 Personal details, employment history, qualifications, performance evaluations, and disciplinary records.

5.2.2 Records of professional development and attendance.

5.2 Records will be maintained for at least five years after the end of employment.

6. Financial Records

6.1 Financial records comply with the ADEK School Financial Audit and Reports Policy.

6.2 These records will be preserved according to Financial Law No. 1 of 2017 and its amendments.

7. Governance Records

7.1 Governance records include meeting minutes, school development plans, policies, and annual reports.

7.2 These records are maintained for at least five years and shared with ADEK upon request.

8. Administrative Records

8.1 Administrative records shall cover property management, HR functions, and inspection-related documentation. Accreditation documentation is also included

8.2 Records of daily activities, legal contracts, and visitor logs will also be maintained for at least five years.

9. School Closure or Transfer

9.1 In the event of school closure, LISQ will submit a plan to ADEK detailing the preservation or transfer of records.

9.2 Records required for student transfers will be shared with receiving schools upon parental consent.

Compliance

1. This policy shall be effective from the Academic Year 2024/2025.
2. Full compliance is expected by the Academic Year 2025/2026.
3. This policy will be reviewed annually or upon updated guidance from ADEK

References

1. Federal Decree Law No. (31) of 2021 Promulgating Crimes and Penalties.
2. Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data.
3. ADEK School Financial Audit and Reports Policy.
4. Department of Health (DoH) School Screening Standard (2023

Appendix

Records Management Plan for LISQ

1. **Overview**

   The Records Management Plan ensures efficient, secure, and compliant management of records in both digital and physical formats. It outlines the processes for record creation, storage, access, preservation, and disposal in accordance with UAE laws and ADEK policies.

2. **Roles and Responsibilities**
   - Principal: Oversees the implementation of the Records Management Plan and ensures compliance with ADEK requirements.
   - Data Protection Officer: Monitors data security and handles breaches.
   - Administrative Staff: Manages the daily handling of records, storage, and updates.
   - IT Department: Ensures secure digital storage and backup processes.

3. **Training and Review**
   - Conduct annual training for staff on records management and data protection.
   - Review the Records Management Plan annually to align with updates to UAE laws and ADEK policies.

4. **Record Categories**

   LISQ manages the following categories of records:
   - Student Records: Academic, medical, attendance, behavioral, and extracurricular records.
   - Staff Records: Employment details, performance evaluations, professional development, and disciplinary actions.
   - Financial Records: Budget, audits, and financial statements.
   - Administrative Records: HR, property management, inspection reports, and visitor logs.
   - Governance Records: Meeting minutes, policies, and annual reports.

5. **Storage and Access**
    - **Digital Records**:
        - Stored on a secure, encrypted cloud-based system with controlled access.
        - Regular data backups to ensure availability during emergencies.
        - Access restricted based on user roles (e.g., administrative staff, teachers, or governance).
        - Multi-factor authentication required for accessing sensitive data.
    - **Physical Records**:
        - Stored in a locked, climate-controlled archive room.
        - Access limited to authorized personnel.
        - Records of minimal use (e.g., long-term historical documents) digitized for preservation.
6. **Data Protection**

    A Data Protection Plan ensures compliance with Federal Decree Law No. (45) of 2021:
    - Classify records based on sensitivity (e.g., unrestricted, restricted, confidential).
    - Train staff on secure handling of sensitive data.
    - Use monitoring systems to detect unauthorized access or breaches.
    - **Incident Reporting**:
        - Log all security breaches in a dedicated incident report system.
        - Notify ADEK and relevant stakeholders of significant breaches within 24 hours.
7. **Record Retention**
    - **Digital Records**:
        - Graduation records: Retained indefinitely in digital archives.
        - Other records: Retained for at least five years post-departure (students/staff).
    - **Physical Records**:

- Destroyed following digitization unless legally required to retain.
- Retained for a minimum of five years where required.

8. **Record Disposal**
   - Follow a documented disposal schedule aligned with ADEK policies:
     - Secure deletion of digital records using certified software.
     - Shred physical records securely before disposal.
     - Maintain proof of destruction for audit purposes.
   - Conduct annual data clean-ups to ensure outdated records are securely disposed of.
9. **Record Transfer**
   - **Student Records**:
     - Shared with receiving schools only upon parental consent.
     - Transferred electronically via a secure file transfer protocol (SFTP).
   - **School Closure**:
     - Submit a preservation/transfer plan to ADEK for all records, including governance documents.
10. **Additional Financial Records Management Requirements**
    - **Audited Financial Statements**:
      - Ensure preparation and submission of annual audited financial statements, including:
        - Income statement, balance sheet, and cash flow statements.
        - Supporting schedules, notes, and breakdowns (e.g., tuition, transportation income, and related expenditures).
    - **External Auditor Certification**:
      - Retain records of certified external auditors who comply with Federal Decree Law No. (41) of 2023 on the Regulation of Accounting and Auditing Profession.

- Document any changes to the appointed auditor, ensuring ADEK is informed promptly.

- **Related Party Transactions**:
  - Maintain detailed records of transactions involving related parties, such as agreements with parent companies or shared services, including the financial implications.
- **Loan Contracts and Financial Obligations**:
  - Store comprehensive loan details, including contract tenure, interest rates, repayment schedules, and guarantees provided.
- **Governance and Compliance**:
  - Record minutes of meetings where financial compliance and audit results are reviewed, ensuring accessibility for audits and ADEK evaluations.
- **Reporting Timelines**:
  - Document adherence to submission deadlines for financial reports and compliance updates to ADEK.

Policy Owner Department

Education Department

Key Stakeholders		
Policy Owner:	School Principal	LISQ Principal
Reviewed by:	Margaret Haynes	Director of Schools
	Kevin Wallis	Deputy CEO
Approved by:	Dr. Shereen Gobran	Chief Executive Officer