ثانوية رفيق الحريري
RAFIC HARIRI HIGH SCHOOL

RHHS Data Protection Policy

26-27

Data Protection Policy

The IT department at Rafic Hariri High School ensures that personal data is kept and stored following GDPR data protection principles: storage limitations, lawfulness, confidentiality, transparent processing, accuracy, data Minimization, and purpose limitation.

- Data is stored in databases in accordance with retention guidance.
- Any unnecessary or unwanted data is deleted.
- Data is shared with local authorities and the Ministry of Education. We do not share any financial or sensitive information.
- Only personal data for intended purposes is stored eliminating unwanted data. Data is maintained with accuracy and transparency.
- Automatic backups are scheduled daily to maintain data with consistency and precision. The school encourages all its staff and students to back up their files on OneDrive to prevent the risk behind any hardware or software failure, data corruption, or accidental deletion of data.
- The school encourages staff and students to use complex passwords for data security with expiry procedures.
- Restricting access policy is used to ensure individuals have the right to access their personal data and whatever role they are assigned to such as classes security and subject security.