

**Mission Statement:**  
Creating tomorrow's successful and  
caring citizens today.



# GFM Data Protection Policy

## Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	January 2022
The implementation of this policy will be monitored by the:	Principal and Senior Leadership Team
The Policy will be reviewed biannually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	January 2024
Should serious incidents take place, the following external persons/agencies should be informed:	Akram Tarik (Principal) and in his absence Jeremy Hallum (Vice Principal)

This policy is applied at GFM alongside our school's vision, mission and values. Interwoven with the principles of High Performance Learning; values, attitudes, attributes and A.C.P. Characteristics.

Dear Colleagues,

As you all know, we are implementing multiple initiatives this year to strengthen information security data standards and protection layers. As part of the ongoing efforts in this direction, we have recently completed a Data Classification exercise across SSC and schools to identify confidential and restricted information. We are now going to introduce a Data Loss Prevention (DLP) solution to prevent the leakage of the identified confidential and restricted data residing in corporate laptops and desktops.

## What is Data Loss Prevention (DLP)?

Data Loss Prevention (DLP) is a set of technologies that is designed to stop classified information from leaving an organisation. DLP solution uses rules based on multiple detection techniques such as "keywords" to look for critical information that may be included in electronic communications. The objective is to stop unauthorised sharing of confidential information either accidentally or intentionally, outside the corporate network.

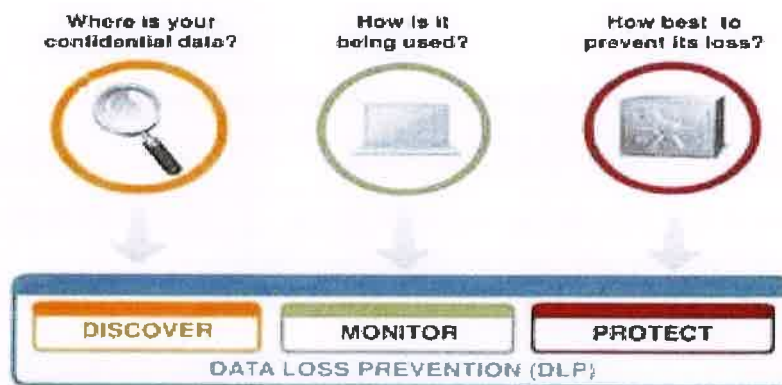
### Vision

*'At GFM we empower students to have the heart to celebrate uniqueness and the mind to be innovative, creative problem solvers, bringing a positive change to the world in which we live.'*

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## Why is this being done?

As the world's largest K-12 private educator, GEMS Education holds critical corporate data and personal information of students and parents. Whether it is intentional or inadvertent, data loss can negatively impact an organisation's brand. A DLP solution not only helps an organisation prevent a potential data loss, but it can also help the organisation compete more effectively and protect the business from a possible financial loss.

## How will security be enhanced?

All employees' data sharing activity on company owned devices will be monitored to detect and prevent any unauthorised data transfer outside the organisation (e.g. printer, USB, email, internet upload etc.)

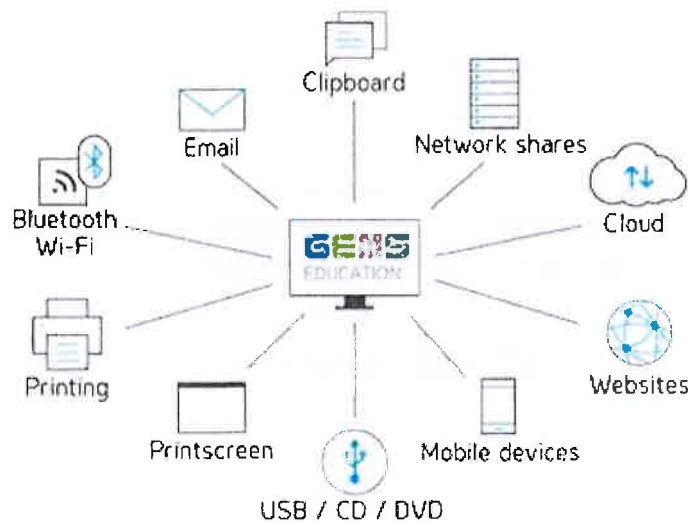
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## Possible Data Leakage Channels

### How will DLP be implemented?

DLP solution is being implemented in a phased approach

- **Listening mode:** Monitor and log all transactions related to critical data
- **Notification mode:** Notify users and their respective HOD on the critical data being shared by them outside the organisation
- **Blocking mode:** Block / prevent unauthorised data transfer outside the organisation

### What is expected from you?

DLP is being deployed presently in "listening" mode. The software will be running in the background and all data related transmissions will get logged. Below are some of the data protection guidelines

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## GFM Data Protection Policy

to be followed:

- Do not send confidential and restricted corporate data to your personal email accounts(gmail, yahoo etc.)
- Do not share student/parent personal information with third parties without proper approval
- Avoid uploading critical corporate data in public cloud based storage, websites etc.

For any further questions or clarifications please email us at [information.security@gemseducation.com](mailto:information.security@gemseducation.com)

Signed (VP)

Date

6/1/22

Signed (Principal)

Date

6/1/22

Policy review date: January 2024

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