



Student Records Policy

Purpose:

To provide guidance on matters pertaining to the management and confidentiality of student records within RCS.

Aims and Objectives: The primary aims and objectives of this policy are as follows

- To provide guidance on matters pertaining to student records at RCS
- To safeguard student information, promote efficient record-keeping practices
- To comply with applicable laws and regulations regarding student records
- To provide the regulations governing student records and the rights granted to students/parents/guardians with respect to school student records.

Scope:

All parents, students and staff.

- RCS is committed to maintaining accurate and up-to-date student records while protecting the privacy and confidentiality of student information
- The collection, maintaining, storage and access to students' records will be conducted in compliance with applicable laws, regulations and guidelines
- Access to student records will be restricted to authorised personnel who have a legitimate educational interest and a need to know the information
- Student records will be used for educational purposes, such as academic assessment, individualised support, and reporting, in accordance with the principles of privacy and confidentiality
- Student records will be securely stored to prevent unauthorised access, loss, or damage.
- RCS will ensure that parents/guardians and eligible students have the right to review and request amendments to student records in accordance with applicable laws and regulations.
- RCS will provide training and guidance to staff members involved in the management of student records to ensure compliance with these procedures and policies
- Any external requests for student records will be assessed for legitimacy, legal compliance, and the protection of student privacy before disclosure

This procedure will be reviewed on a regular basis and should be aligned to any changes in Egyptian or Canadian law or where further amendments are required.