Woolwich Institute FZ-LLC

G35, KNOWLEDGE VILLAGE, Block 2A, Dubai, U.A.E.



POLICY NAME	Data Protection Polic	POLIC	YNO . 02					
EFFECTIVE DATE	March 2020	DATE OF LAST REVISION	N/A	VERSIONO.	O.1			
ADMINISTRATOR RESPONSIBLE	Quality Coordinator		CONTACT INFORMATION	uzair@thewoolwichinstitute.com				
APPLIES TO								
FACULTY		STAFF	✓	STUDEN	TS			
STUDENT EMPLOYEES		VISITORS		CONTRACTOR	25			

PURPOSE

The aim of this Policy is to set out how the Institute will manage personal data, in compliance with the law and the subjects' expectations.

POLICY SECTIONS

Objectives

- 1. To be clear about how personal data must be processed
- 2. To comply with the data protection law and with good practice
- 3. To protect the Institute's reputation by ensuring the personal data entrusted to us is processed in accordance with data subjects' rights
- 4. To protect the Institute from risks of personal data breaches and other breaches of data protection law.

Principles

- 1. All Personal data must be processed lawfully, objectively and with transparency.
- 2. The data must only be collected only for specified, explicit and legitimate purposes and should not be further processed in a manner inconsistent with those purposes.
- 3. Data collection should be adequate, relevant and limited to what is necessary.
- 4. It should be accurate and, where necessary, maintained up to date.
- 5. It should not be kept in a form which permits identification of data subjects for longer than is necessary and should be archived in reasonable time after it has fulfilled the purpose of collection.
- 6. It should be processed in a manner that ensures complete security, with use of appropriate technical and organizational measures to protect against unauthorized or unlawful use of data, and against accidental loss, destruction or tampering.

StaffResponsibilities

Staff members who process personal data of students, other staff members, and applicants of various qualifications, alumni of the Institute or any other individual associated must comply with this Policy. Staff members must ensure the following:

- 1. All data is stored and used securely
- 2. No personal data is disclosed to any unauthorised third party either verbally or in writing, accidentally or otherwise.
- 3. Any queries regarding data protection, including subject access requests and complaints, are promptly directed to the relevant authorities.
- 4. Any breaches are reported swiftly to the relevant authorities.

Student Responsibilities

- 1. It is the responsibility of the learners to familiarize themselves with the Data Protection Policy
- 2. They should ensure that the data provided to the Institute is accurate and up to date.

REVIEW

This Policy would be reviewed annually by the Management. It may also be reviewed in case of any substantial change, whichever is earlier.

VERSION HISTORY							
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	SIGN			
0.1	CEO	March, 2020	N/A	Influshed.			