

## Woolwich Institute FZ-LLC

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



<b>POLICY NAME</b>	Data Protection Policy			<b>POLICYNO.</b>	02
<b>EFFECTIVE DATE</b>	March 2020	<b>DATE OF LAST REVISION</b>	N/A	<b>VERSION NO.</b>	0.1
<b>ADMINISTRATOR RESPONSIBLE</b>	Quality Coordinator	<b>CONTACT INFORMATION</b>	uzair@thewoolwichinstitute.com		
<b>APPLIES TO</b>					
FACULTY		STAFF	✓	STUDENTS	
STUDENT EMPLOYEES		VISITORS		CONTRACTORS	

## 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.

