



LAWGRACIA GLOBAL COLLEGE

. . . Building bridges. A path to world's Greatness

DATA PROTECTION POLICY

Purpose

Lawgracia Global College is committed to protecting the personal data of its students, staff, and stakeholders. This policy outlines the procedures for collecting, storing, and using personal data.

Scope

This policy applies to all personal data collected, stored, and used by Lawgracia Global College.

Principles

1. Lawfulness: Personal data will be collected, stored, and used in accordance with data protection laws.
2. Fairness: Personal data will be collected, stored, and used in a transparent and fair manner.
3. Transparency: Individuals will be informed about the collection, storage, and use of their personal data.
4. Security: Personal data will be protected against unauthorized access, disclosure, or loss.

Data Protection Responsibilities

1. Data Protection Officer: The Data Protection Officer is responsible for overseeing data protection compliance.
2. Staff: Staff are responsible for following data protection procedures and reporting data breaches.

Data Collection and Storage

1. Personal Data: Personal data includes names, addresses, phone numbers, email addresses, and other identifiable information.

2. Sensitive Personal Data: Sensitive personal data includes health information, financial information, and other sensitive information.

Data Use and Sharing

1. Purpose: Personal data will be used for the purpose for which it was collected.
2. Sharing: Personal data will not be shared with third parties without consent.

Data Subject Rights

1. Access: Individuals have the right to access their personal data.
2. Correction: Individuals have the right to correct their personal data.
3. Erasure: Individuals have the right to erase their personal data.

Data Breach Procedure

1. Notification: Data breaches will be reported to the Data Protection Officer.
2. Investigation: Data breaches will be investigated and contained.
3. Notification of Affected Individuals: Affected individuals will be notified of the data breach.

Record-Keeping

All data protection records will be kept for (3 years.

Review and Revision

This policy will be reviewed and revised as necessary