

Data Protection Policy

Review Date: 1/1/2025

1. Introduction

At iQualifyUK, we are committed to protecting the personal data of our students, staff, and stakeholders in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, process, store, and protect personal data.

2. Scope

This policy applies to all personal data processed by iQualifyUK, including that of students, staff, faculty, contractors, and any third parties associated with the institution.

3. Principles of Data Protection

iQualifyUK adheres to the following key principles when processing personal data:

- Lawfulness, Fairness, and Transparency: Data is processed legally, fairly, and transparently.
- Purpose Limitation: Data is collected for specified, explicit, and legitimate purposes.
- Data Minimisation: Only necessary data is collected and retained.
- Accuracy: Data is kept accurate and up to date.
- Storage Limitation: Data is retained only as long as necessary.
- Integrity and Confidentiality: Data is kept secure and protected from unauthorised access.
- Accountability: iQualifyUK is responsible for ensuring compliance with data protection laws.

4. Types of Personal Data Collected

iQualifyUK may collect and process the following personal data:

- Identification data (e.g., name, date of birth, nationality)
- Contact details (e.g., email, phone number, address)
- Academic records and performance data
- Financial information (e.g., tuition payments, scholarships)
- Employment records (for staff and faculty)
- Special category data (e.g., health information where necessary)

5. Lawful Basis for Processing Data

We process personal data under the following legal bases:

- Consent: When individuals provide explicit consent.
- Contractual Necessity: To fulfil educational or employment contracts.
- Legal Obligation: To comply with regulatory or statutory obligations.
- Legitimate Interests: Where data processing is necessary for institutional operations.

6. Data Security and Protection Measures

iQualifyUK implements robust security measures to protect personal data, including:

- Encryption and secure storage
- Access controls and authentication measures
- Regular data protection training for staff
- Incident response procedures for data breaches

7. Data Subject Rights

Under UK GDPR, individuals have the following rights regarding their personal data:

- Right to access their data
- Right to rectification of inaccurate data
- Right to erasure ('right to be forgotten')
- Right to restrict processing
- Right to data portability
- Right to object to processing
- Rights related to automated decision-making and profiling

8. Data Sharing and Third-Party Processing

iQualifyUK may share personal data with third parties, such as government agencies, accrediting bodies, and service providers, ensuring compliance with data protection regulations and confidentiality agreements.

9. Data Retention Policy

Personal data is retained only for as long as necessary to fulfill institutional, legal, and regulatory requirements. Once no longer required, data is securely disposed of.

10. Reporting Data Breaches

Any suspected data breach must be reported immediately to the Data Protection Officer (DPO). iQualifyUK will investigate and notify the Information Commissioner's Office (ICO) where required within 72 hours.

11. Contact Information

For any questions or concerns regarding data protection, please contact:

Email: Support@iQualifyUK.com

Phone: +44 7311 384606

12. Policy Review

This policy will be reviewed annually or as required to ensure compliance with the latest data protection regulations.

Approval

Policy Owner: iQualifyUK

Approved By: Board of Directors

Approval Date: 21/1/2025