



# Data Protection Policy

## W52

Policy Title: <b>Data Protection Policy 1.0</b>											
Policy number: <b>W52</b>											
Policy owner: <b>Vice Principal Student Welfare</b>											
Policy agreed on: September 2019											
Policy reviewed on: September 2021											
Policy to be reviewed on: September 2022											
Statutory Policy	<b>Yes</b>	No	On School Website	Yes	<b>No</b>	Parent Portal	Yes	<b>No</b>	Staff Portal	<b>Yes</b>	No

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## OVERVIEW

Doha College uses personal information about staff, pupils, parents and other individuals who come into contact with the school.

This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

## PURPOSE

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

## WHAT IS PERSONAL INFORMATION

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

## DATA PROTECTION PRINCIPLES

The Data Protection Act 1998 and the EU General Data protection Regulation (GDPR) 2018 establishes enforceable principles that will be adhered to:

- Personal data shall be processed fairly and lawfully;
- Personal data shall be obtained only for one or more specified and lawful purposes;
- Personal data shall be adequate, relevant and not excessive;
- Personal data shall be accurate and, where necessary, kept up to date;
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;

- Personal data shall be kept secure i.e. protected by an appropriate degree of security;
- Consent must be obtained to hold personal data, it cannot be assumed; consent must be clear and distinguishable from other matters, provided in an intelligible and easily accessible form using clear and plain language;
- Individuals have the right to request a copy of the data held about them or to have such data erased;
- Any data breach should be notified to the regulatory authorities within 72 hours of occurrence.

#### GENERAL STATEMENT

The school is committed to maintaining the above principles at all times. Therefore, the school will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests
- Ensure our staff are aware of and understand our policies and procedures

#### COMPLAINTS

Complaints will be dealt with in accordance with the school's complaints policy.

#### DATA PROTECTION OFFICER

The School has a data protection officer and this person will monitor observance of the principles above. The data protection officer will also act as the contact point for any subject access requests. The Data

protection officer is Mr J Conly, Vice Principal of Student welfare. He can be contacted at [jconly@dohacollege.com](mailto:jconly@dohacollege.com)

RECORD OF REVISIONS TO POLICY

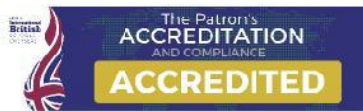
<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>
September 2020	Text.	Sections.

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## About Doha College

### Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

### Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

### Core Values

Excellence and diligence  
Respect and Integrity  
Commitment and Accountability  
Perseverance and Honesty  
Fun and Enjoyment  
Challenge and reward

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