

## **The International Safety College Data Protection Policy Statement**

The International Safety College is committed to a policy of protecting the rights and privacy of individuals (includes students, staff, clients and others) in accordance with the local data protection legislations and international best practices.

We, at the International Safety College, need to process certain information about our students, staff, clients and other individuals we have dealings with for administrative purposes (e.g. to recruit and pay staff, to administer programs of study, to record progress, to agree awards, to collect fees, and to comply with legal obligations to funding bodies and government). To comply with the legislations, information about individuals is collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

The International Safety College fully accepts and complies to the principles of data protection, as set out in the GDPR.

To comply with the above, the ISC will:

- Obtain information about individuals lawfully and fairly.
- Use the information only for a specified purpose.
- Ensure that information is relevant, adequate and not excessive.
- Ensure that information is accurate and kept up to date.
- Ensure that information is kept no longer than necessary and for the purpose specified.
- Establish and implement measures in place to ensure personal information is not unlawfully processed, lost or destroyed.

This policy will be communicated to all ISC staff and all relevant parties and will be reviewed and updated when necessary.



ISC Managing Director

Mohamed Ezz El Din

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