

# POLICY & PROCEDURES

Document reference	LTC/PS/006/01012021		
Version	Ver 0.1 - Original		
Effective from	01/01/2021	Review date	05/01/2025
Author	Raffi	Owner	Afsar Zaman

## DATA PROTECTION POLICY

This policy and its supporting procedures and guidance support Institute compliance as below  
The Institute is responsible for, and must be able to demonstrate, compliance with the following Data Protection Principles ("accountability").

In summary, these state that personal data shall be:

- Processed lawfully, fairly and in a way that is transparent to the data subject ("lawfulness, fairness and transparency");
- Collected or created for specified, explicit and lawful purposes and not be further processed in a manner that is incompatible with those purposes. ("purpose limitation");
- Adequate, relevant and limited to what is necessary for those purposes ("data minimization");
- Accurate and kept up to date ("accuracy");
- Retained in a form that can identify individuals for no longer than is necessary for that purpose ("storage limitation");
- Kept safe from unauthorized access, processing, accidental or deliberate loss or destruction ("integrity and confidentiality").
- Allow personal data to be transferred to other countries only if it maintains the same level of protection for the privacy rights of the data subjects concerned.

### Authorized Staff

- Leader Training Centre will designate Employee as 'authorized staff'. the only staff authorized to hold or process data that is: Not standard data; or Sensitive data.
- The authorized staffs are , Admin, and Centre Manager. The only exception to this will be if a non-authorized staff member is satisfied that the processing of the data is necessary:
- Authorized staff will be responsible for ensuring that all data is kept securely.

### Staff Duties

Leader Training Centre employees are expected to:

- Must read and understand the policy documents.
- Explain themselves with and follow; the Data Protection Policy.
- Checking that all information provided are accurate and up to date.
- Must inform to relevant person about any errors or changes. The Leader Training Centre cannot be held responsible for any errors unless the staff member has informed.
- Contact the relevant person if any doubt and not threat individuals right or risk a contravention

### Data Security

- All staff are responsible for ensuring that:
- Any personal data which they hold is kept securely.
- Data should be processed lawfulness, fairness and transparency.
- Leader Training Centre shall obtain and only uses the personal data it has for purposes it was collected for.
- Personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorized third party.
- Personal Information should be ensuring that the data is correct, up to date and able to rectify any mistakes quickly.
- Personal Information does not retain for longer than it is needed.
- Staff should note that unauthorized disclosure will be deemed a disciplinary matter, and may in serious cases be considered gross misconduct.

### Data subjects' rights of access

- Leader Training Centre has the right to access appropriate 'personal data' that is being kept either in computer or in certain files. Any person who wishes to exercise this right should email [Info@leaders.qa](mailto:Info@leaders.qa) and take prior approval.

### Review

- This policy will be reviewed periodically to take account of changes in the national law & guidance issued by the relevant authorities.

### Disciplinary consequences of this policy

- Unlawful obtaining or disclosure of personal data or any other breach of the policy will be treated seriously by the Institute and may lead to disciplinary action up to and including dismissal or expulsion.

## RESPONSIBILITIES AND AUTHORITIES

Admin	Maintaing all Students Record in Safe and Protected Environment
Centre Manager	Regular Audit of Data to avoid Data Viloation
Management	Will conduct Sting Audit on DATA Policy