



Cosmoarabism College - UK
Email: info@cosmoarabism.uk
Date: 14 Nov. 2025

DATA PROTECTION POLICY AND PRIVACY NOTICE

1. INTRODUCTION

Cosmoarabism College - UK is committed to protecting the rights and privacy of all individuals in accordance with UK data protection laws and best international practices. This policy and notice outline how the College collects, uses, stores, and manages personal data to ensure it is processed lawfully, fairly, and transparently.

2. PURPOSE

This policy aims to:

- Inform students, staff, and stakeholders about how their personal data is used.
- Ensure staff and students understand their responsibilities regarding data protection.
- Demonstrate PLA's commitment to legal compliance and best practices.
- Minimize risks associated with data handling and processing.

3. SCOPE

This policy applies to:

- All personal data processed by the College in any format.
- All employees, students, contractors, and third parties act on behalf of the College.

4. DEFINITIONS

- **Personal Data:** Any information relating to an identified or identifiable individual (data subject).
- **Special Category Data:** Sensitive information such as health records, ethnicity, religion, or biometric data.

- **Data Controller:** Cosmoarabism College - UK, which determines how and why data is processed.
- **Data Processor:** A third-party processing data on behalf of the College.

5. PRINCIPLES OF DATA PROCESSING

The College commits to processing personal data based on the following principles:

- Lawfulness, fairness, and transparency.
- Purpose limitation.
- Data minimization.
- Accuracy.
- Storage limitation.
- Integrity and confidentiality.
- Accountability.

6. TYPES OF DATA COLLECTED

The College collects personal data including:

- Contact and identity information (e.g., name, date of birth, email, phone number)
- Academic, training, and employment records
- Attendance, performance, and disciplinary information
- Financial information about payments, tuition, or scholarships
- Health information when necessary for student support

7. LAWFUL BASIS FOR PROCESSING

Data is processed under the following legal bases:

- Consent from the individual
- Contractual necessity (e.g., enrolment, employment)
- Legal obligations
- Vital interests

- Legitimate interests pursued by the College.

8. RIGHTS OF DATA SUBJECTS

All individuals have the following rights regarding their data:

- Access their personal data
- Request rectification of inaccurate data
- Request erasure (“right to be forgotten”)
- Restrict processing of their data
- Data portability
- Object to processing
- Lodge complaints with the UK Information Commissioner’s Office (ICO)

Requests should be submitted to: **info@cosmoarabism.uk**

9. DATA SECURITY

- Personal data is stored securely in digital and physical formats.
- Security measures include encryption, firewalls, password protection, and role-based access.
- Paper records are stored in locked cabinets and accessed only when necessary.

10. DATA RETENTION

- Data is retained only as long as necessary for its intended purpose.
- A formal retention schedule is maintained.
- Data no longer needed is securely destroyed or anonymized.

11. THIRD-PARTY DATA SHARING

Data may be shared with:

Data may be shared with:

- Regulatory and accreditation authorities

- Professional or legal organisations
- Service providers (e.g., IT, certification)

All third parties must comply with the College's data protection requirements.

12. DATA BREACHES

- All breaches must be reported immediately to the Data Protection Officer (DPO).
- Significant breaches are reported to relevant authorities within the required timeframe.
- Affected individuals are notified when necessary.

13. TRAINING AND AWARENESS

- All staff receive data protection training upon induction.
- Annual refresher training is provided.
- Data protection responsibilities are included in job descriptions.

14. WEBSITE PRIVACY

The College website may collect data via:

- Online forms (contact, registration)
- Cookies (see separate Cookie Policy)
- Analytics tools

All website-collected data is processed in compliance with this policy.

15. REVIEW

This policy is reviewed annually or in response to changes in data protection law or College practices.

Approved by:

Director General, **Cosmoarabism College - UK**

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