



Asia UK Schooling

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<http://www.asiaukschooling.com>

Asia UK Schooling

Data Protection Policy

DATA PROTECTION PRINCIPLES

Asia UK Schooling is committed to processing data in accordance with its responsibilities under the GDPR.

GENERAL PROVISIONS

- a. This policy applies to all personal data processed by Asia UK Schooling.
- b. The Responsible Person shall take responsibility for Asia UK Schooling's ongoing compliance with this policy.

LAWFUL, FAIR AND TRANSPARENT PROCESSING

- a. To ensure its processing of data is lawful, fair and transparent, Asia UK Schooling shall maintain a Register of Systems.
- b. Individuals have the right to access their personal data and any such requests made to Asia UK Schooling shall be dealt with in a timely manner.

LAWFUL PURPOSES

- a. All data processed by Asia UK Schooling is done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
- b. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent are clearly available and such revocation is reflected accurately in our systems.

DATA MINIMISATION

- a. Asia UK Schooling shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

ACCURACY

- a. Asia UK Schooling shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

ARCHIVING / REMOVAL

- a. To ensure that personal data is kept for no longer than necessary, Asia UK Schooling shall put in place an archiving policy for each area in which personal data is processed and review this process annually.



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- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

SECURITY

- a. Asia UK Schooling shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

BREACH

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Asia UK Schooling shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

COPIES OF THIS POLICY ARE AVAILABLE AT THE OFFICE AT 31 AMESBURY CRESCENT, OR A DIGITAL COPY CAN BE PROVIDED UPON REQUEST

THIS POLICY WAS LAST REVIEWED ON 14th May 2019

SIGNED BY

Linda Man
Company Director
Asia UK Schooling

