

PRIVACY POLICY

1. Theme

BITFORD/LSBE respects the privacy of all learners and employees. It is a fact that the nature of services provided by the school will result of having access to a lot of personal information which is handled with high confidentiality and the School's code of practices assures the privacy of information and not allowing it to be shared.

2. Disclaimer

The theme, regulations and all instructions set by the policy is considered to be an obligation on all the employees and they all have to abide with the standards set to protect the privacy of all the learners as well as colleagues.

Any act of sharing information gathered by the school will be investigated and proper firm disciplinary action will be taken towards anyone breach the privacy policy.

3. Description

1. Clarity: The School will be clear and transparent about the usage of personal information, which will not be used except for official well-defined purposes and the owner of the information will be notified about using his/her information for such purposes.

2. Decision: For social, marketing and/or other events; the school will give the information owner the right to decide whether his/her information can be used or not. In such occasions an official communication will be done and the information owner will have to agree in writing that the school is allowed to use his/her information. The information owner has the right to refuse using his/her data without the need to state any reason or justify his/her decision.

3. Handling of Sensitive information: When collecting information of sensitive nature like marital status, medical history and/or any other information regarding personal preferences or plans; this type of information is strictly not allowed to be shared for any reason.

4. Access: Each individual will be allowed to have access to his/her information and will have the necessary tools to modify or update them.

5. Use, Retention and Disposal: Information will be used only for official purposes as required on the time of collection. It will be retained as long as it is essential for official purposes. The information will be deleted once the purpose of its use is not valid and based on the data retention policy.

6. Disclosure to Others: The information will never be shared with any party apart from those of legal identity like Awarding Bodies as information of learners has to be shared with them for business related issues.

7. Security of information: The school is applying the highest security level to protect all the data in general and personal data is having multi security level to assure that no hacking trials can penetrate the security walls and reach personal information.

Examples of Personal Information:

- Recruitment History
- Payments and Salaries
- Contact information
- Information needed for regulatory bodies
- Attendance
- Rewards and Warnings
- Assessment of productivity

- User names and passwords
- Business related activities
- Medical History

Protecting your Privacy

The school has the right to set a system of monitoring to control operations and secure the services offered. Any system will be following USA, EU and UK laws and will be transparently communicated to all employees. This system is avoiding any internal or external misuse of data or equipment and protects privacy.

Regular check will take place to confirm the use of data and systems in a professional manner and avoid any possibility of third parties to access information gathered and collected by the school. This check is not affecting the freedom of employees and is not intending to set restrictions on their uses of systems as long as this use is not breaching the privacy policy.

The school can conduct system scans which may share messages related to employees' use of systems and services. The main purpose of such activity is to improve the systems and upgrade them to provide the employees with better tools to perform their duties and is not intending to spy on employees as this is considered to be unethical practice, which the school is not allowing and totally against it.

In case the system flags improper use or access of one of the employees to the system, the school reserves the right to conduct an official investigation with this individual to identify the matter and corrective and disciplinary action will be taken if there are evidences of intentional misuse as per the law and regulations applied in the school, which abide with USA, Eu and UK laws.

The school has the right to place CCTV to monitor the behavior and has the right to check the system during investigations done for any incidents, while all employees will be aware of the place of cameras and will not have any hidden ones.

Document Control (Privacy Policy)				
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