

## ABCS WORLD

### Data Protection Policy

#### **Purpose:**

This Data Protection Policy outlines ABCS WORLD's commitment to safeguarding personal data in compliance with the General Data Protection Regulation (GDPR) and relevant national data protection laws. This policy sets out the principles, procedures, and responsibilities that govern how personal data is collected, used, stored, and protected.

#### **Scope:**

This policy applies to all personal data processed by ABCS WORLD in relation to clients, learners, employees, suppliers, and other stakeholders.

#### **Definitions:**

- **Personal Data:** Any information that relates to an identified or identifiable individual (data subject).
- **Processing:** Any action taken with personal data, including collection, storage, retrieval, use, or erasure.
- **Data Subject:** An individual whose personal data is processed by ABCS WORLD.
- **Data Controller:** ABCS WORLD, as the entity that determines the purposes and means of processing personal data.
- **Data Processor:** Any third party engaged by ABCS WORLD to process personal data on its behalf.

#### **Data Protection Principles:**

ABCS WORLD is committed to processing personal data in accordance with the following GDPR principles:

1. **Lawfulness, Fairness, and Transparency**
  - Personal data will be processed lawfully, fairly, and in a transparent manner.
  - Data subjects will be informed about the purposes of data collection and processing.
2. **Purpose Limitation**
  - Personal data will be collected only for specified, explicit, and legitimate purposes, clarified at the moment of the data collection. Data will not be processed in a manner incompatible with these purposes.
3. **Data Minimization**
  - Only data that is relevant, adequate, and necessary for the intended purpose will be collected and processed.
4. **Accuracy**
  - All personal data will be kept accurate and up-to-date. Inaccurate data will be corrected or deleted promptly.
5. **Storage Limitation**
  - Personal data will be retained only as long as necessary for the specified purposes, unless a longer retention period is required by law.

## 6. Integrity and Confidentiality

- Personal data will be processed securely to prevent unauthorized access, alteration, disclosure, or destruction.

## 7. Accountability

- ABCS WORLD is responsible for demonstrating compliance with GDPR principles and will maintain records to support accountability.

### **Rights of Data Subjects:**

In compliance with GDPR, ABCS WORLD upholds the following rights for data subjects:

1. **Right to Access:** Data subjects may request access to their personal data held by ABCS WORLD.
2. **Right to Rectification:** Data subjects can request correction of inaccurate or incomplete data.
3. **Right to Erasure (Right to be Forgotten):** Data subjects may request deletion of their personal data under certain conditions.
4. **Right to Restrict Processing:** Data subjects can request limitations on the processing of their personal data.
5. **Right to Data Portability:** Data subjects have the right to receive their data in a structured, commonly used format and transmit it to another controller.
6. **Right to Object:** Data subjects can object to the processing of their personal data for specific purposes, including direct marketing.
7. **Right to Withdraw Consent:** If data processing is based on consent, data subjects have the right to withdraw it at any time.

### **Data Collection and Processing:**

- Personal data is collected through legitimate means, such as client registration, enrollment forms, and feedback submissions.
- Processing activities include handling client data for course registration, feedback collection, and training administration.

### **Data Security:**

ABCS WORLD implements technical and organizational measures to ensure data security, including:

1. **Access Controls:** Limiting access to personal data to authorized personnel only.
2. **Encryption:** Encrypting sensitive data during transmission and storage.
3. **Regular Audits:** Conducting regular audits to ensure data security protocols are in place and effective.
4. **Data Breach Procedures:** Establishing protocols to detect, respond to, and mitigate the impact of data breaches.

### **Third-Party Processors:**

ABCS WORLD engages only trusted third-party processors who comply with GDPR requirements. Agreements with third parties specify:

- Purposes of data processing.
- Data protection standards and responsibilities.
- Procedures for ensuring data security and confidentiality.

**Data Breach Notification:**

In the event of a data breach, ABCS WORLD will:

1. **Notify the Relevant Authority:** Inform the supervisory authority (e.g., Data Protection Commission) within 72 hours of becoming aware of the breach, where feasible.
2. **Inform Affected Data Subjects:** If the breach poses a high risk to individuals' rights and freedoms, ABCS WORLD will notify affected data subjects without undue delay.
3. **Document the Incident:** Maintain records of the data breach, including its nature, impact, and measures taken.

**Training and Awareness:**

All employees and contractors are trained on data protection practices and are responsible for adhering to this policy. Regular training and updates are provided to ensure ongoing GDPR compliance.

**Policy Review:**

This policy is reviewed annually to ensure it remains aligned with GDPR and other relevant regulations. Any changes to data protection laws are promptly incorporated.

**Contact Information:**

For any questions, concerns, or requests related to data protection, please contact us at [Contact\[at\]abcs\[dot\]world](mailto:Contact[at]abcs[dot]world).

**Compliance and Enforcement:**

Violations of this policy will be addressed promptly, and disciplinary actions may be taken against individuals who fail to comply with data protection principles and guidelines.