



Atlas Star IT Centre

Data Protection Policy

Introduction

Atlas Star IT Centre is committed to protecting the personal data of its students, staff, and other stakeholders in compliance with the UK General Data Protection Regulation (GDPR) as incorporated into the UK Data Protection Act 2018, as well as any relevant local laws and regulations. This policy outlines the processes for collecting, processing, and safeguarding personal data.

Scope

This policy applies to all staff, students, contractors, and third parties involved with Atlas Star IT Centre who handle personal data on behalf of the Centre.

1. Data Collected

Atlas Star IT Centre collects personal data that includes, but is not limited to:

- **Student Data:** Name, address, date of birth, contact details, educational history, assessment results, attendance records, and identification documents.
- **Staff Data:** Name, contact details, employment history, bank details for payroll, performance reviews, and training records.
- **Other Data:** Emergency contact details, health information (where relevant), and feedback forms.

2. Purpose of Data Collection

The personal data collected is used for the following purposes:

- To provide educational and training services.
- To meet regulatory and accreditation requirements.
- For administrative purposes such as enrollment, course assignments, and certifications.
- For communication and emergency contact.
- For safeguarding and promoting the welfare of students and staff.



3. Data Usage

Atlas Star IT Centre processes personal data in the following ways:

- **Secure Administration:** Data is stored on secure servers with access restricted to authorized personnel only.
- **Communication:** For informing students and staff of schedules, updates, and feedback.
- **Monitoring and Reporting:** For maintaining quality standards and reporting to accrediting bodies.
- **Emergency Situations:** Contacting designated emergency contacts when required.

4. Rights of Individuals

Individuals have the following rights regarding their personal data:

- **Access:** Individuals may request access to their personal data by submitting a formal request to the Data Protection Officer (DPO).
- **Correction:** Individuals can request corrections to any inaccurate or incomplete personal data.
- **Erasure:** Individuals can request the deletion of their personal data under certain circumstances.
- **Objection:** Individuals can object to data processing for specific purposes, such as marketing.
- **Data Portability:** Individuals may request a copy of their data in a machine-readable format.

5. Data Security

Atlas Star IT Centre implements strict measures to safeguard personal data:

- **Encryption:** All sensitive data is encrypted both in transit and at rest.
- **Access Control:** Data access is restricted to authorized personnel with role-based permissions.
- **Regular Audits:** Data handling processes are reviewed periodically to ensure compliance.
- **Training:** Staff undergo regular data protection training.



6. Breach Management

In the event of a data breach:

- **Immediate Reporting:** Staff must report breaches to the DPO immediately.
- **Investigation:** The DPO will investigate the breach, identify affected data, and determine the risk level.
- **Notification:**
 - **Regulatory Authorities:** Notify the Information Commissioner's Office (ICO) within 72 hours if the breach poses significant risks.
 - **Affected Individuals:** Notify individuals if the breach results in a high risk to their rights or freedoms.
- **Resolution:** Steps will be taken to contain the breach, recover lost data, and prevent recurrence.
- **Documentation:** All breaches and responses will be documented.

7. Compliance with Local Laws

Atlas Star IT Centre ensures that its data protection practices align with applicable local laws and regulations, alongside GDPR.

8. CCTV

There are some CCTV systems operating within Atlas Star IT Centre to protect staff, students, members of the public and property. Atlas will only process personal data obtained by the CCTV system in a manner that ensures compliance with the legislation.

9. E-mail

It is the policy of Atlas Star IT Centre to ensure that senders and recipients of e-mail are made aware that under the DPA and Freedom of Information Legislation, the contents of e-mail may have to be disclosed in response to a request for information. One means by which this will be communicated will be by a disclaimer on the Institution's e-mail. Under the Regulation of Investigatory Powers Act 2000, Lawful Business Practice Regulations, any e-mail sent to or from the Institution may be accessed by someone other than the recipient for system management and security purposes.

10. Publication of Institutional Information

Atlas Star IT Centre publishes various items which will include some personal data, e.g.

- internal telephone directory
- event information
- staff information
- list of students

It may be that in some circumstances an individual wishes their data processed for such reasons to be kept confidential or restricted access only. Therefore, it is Atlas Star IT Centre's policy to offer an opportunity to opt out of the publication of such when collecting the information. Staff records appertaining to individual staff will remain confidential between the admin department and the member of staff.



11. Subject Access Rights (SARs)

Individuals have a right to access any personal data relating to them that is held by Atlas. Any individual wishing to exercise this right should apply in writing to the Director. Any member of staff receiving a SAR should forward this to the Director. Under the terms of the legislation, there is no charge for a SAR unless the request is manifestly unfounded or excessive. The Institute can also charge an administrative fee for further copies of the same information.

Any requests must be complied with within one month.

12. Disclosure of Data

Only disclosures that have been notified under the Atlas Star IT Centre's DP notification must be made and therefore staff and students should exercise caution when asked to disclose personal data held on another individual or third party.

Atlas undertakes not to disclose personal data to unauthorised third parties, including family members, friends, government bodies and in some circumstances, the police.

Legitimate disclosures may occur in the following instances:

- the individual has given their consent to the disclosure
- the disclosure has been notified to the OIC and is in the legitimate interests of the Institution.
- the institution is legally obliged to disclose the information.
- the disclosure is required for the performance of a contract.

There are other instances when the legislation permits disclosure without the consent of the individual.

In no circumstances will Atlas Star IT Centre sell any of its databases to a third party.

13. Contact Information

For any data protection concerns or to exercise your rights, please contact our **Data Protection Officer**:

Name: Bikash Maharjan

Email: bikash@atlasstar.com.np

Phone: +977-9808767100

Policy Review

This policy is reviewed annually or when there are significant changes in the law or organizational practices.

By implementing this Data Protection Policy, Atlas Star IT Centre ensures the protection and responsible management of personal data, fostering trust and compliance with legal requirements.