

Data Protection policy for Broadwood Central School Faisalabad

Data subjects

These include, but are not confined to: prospective applicants, applicants to programs and posts, current and former students, alumni, current and former employees

Users of personal data

The policy applies to anyone who obtains, records, can access, store or use personal data in the course of their work for the school.

Where the Policy applies

This policy applies to all locations from which school personal data is accessed including home and mobile use

All users of School information are responsible for

- Taking all necessary steps to ensure that no breaches of information security result from their actions
- Informing the school of any Changes to the information that they have provided to the school in connection with their employment or studies, for instance, changes of address or bank account details.

Accountability

The Principal: has ultimate accountability for the school's compliance with the accountability rules

The manager of staff and student affairs: accountability for information governance and for ensuring that the data protection officer is given sufficient autonomy and resources to carry out their tasks effectively.

Duties of Data Protection Officer :

- Informing and advising school seniors and all members of their obligations.
- Promoting a culture of data protection, e.g. through training and awareness activities.
- Advising on data protection impact assessment and monitoring its performance,
- Maintaining Records of Processing Activities,
- Investigating personal data breaches, recommending actions to reduce their impact and likelihood of recurrence

Monitoring and Evaluation

- The Data Protection Officer will make regular reports to the Principal and Manager staff and Student Affairs.