



# PHOENICIA UNIVERSITY

## Data Protection Policy

Phoenicia University (PU) “the University” collects, uses, stores and processes personal data of its staff (potential staff), students (applicants) and all which whom it works with in order to complete its operations perfectly and to assure the best service to the aforementioned individuals.

The personal data are collected and processed for legitimate and specified purposes such as archiving, statistics, or scientific reasons.

Therefore, the University is concerned by the protection of individual’s data privacy and security, the University considers it crucial to maintain confidence with its students, staff, and others.

### **I. Scope**

All staff, students, and other parties with whom the University interacts are subject to the terms of this policy.

### **II. Responsibilities**

The University is dedicated to limiting and overseeing access to sensitive data, developing secure networks to safeguard online data from cyber-attacks, and establishing data security procedures like data encryption, backups, and access authorization etc.

The University is in charge of providing sufficient and reasonable security for the personal data it holds. The information needs to be protected from unauthorized use or unintentional loss, or destruction. The University should spare no effort to mitigate the possibility of any data protection incidents.

The University, is the data controller, and staff members are required to uphold the University's commitment to protect, while using the personal data, the privacy of individuals (students, staff, or others).

Staff is responsible for making sure that all personal data is stored securely; no personal data is accidentally, negligently, or intentionally revealed to any unauthorized third party, either verbally or in writing.

Staff and Students as Data Subjects are required to check constantly that any information they provide to the University is accurate and up to date, notifying the University of any Changes, and informing the University of any Errors in the information.

### **III. Sharing Data**

When transferring the personal data internally, the recipient is restricted to use it for the same purpose for which it was collected.

Unless disclosure is mandated by law or the third party needs the information for law enforcement purposes, a legal basis must be established and a data sharing agreement must be signed between the University and the third party before personal data can be transferred externally.

Personal data sharing for research purposes may also be permitted.

- The data subject's consent, constitute the legal basis for data collection and usage.
- All staff and others processing personal data on the University's behalf must comply with this policy, a failure to do so may result disciplinary and/or legal actions.



# Thank You

