

Policy on Rights and Duties of Data Handlers



مدرسة الآفاق الحديثة ذ.م.م. NEW HORIZON SCHOOL W.L.L.

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Policy on Rights and Duties of Data Handlers

Review Date: October 2026

1. Purpose

This policy outlines the rights and duties of individuals designated as data handlers at New Horizon School. It aims to promote transparency, accountability, and a secure environment for the handling of personal and sensitive data.

2. Scope

This policy applies to all employees and personnel with designated responsibilities for managing, processing, or analyzing data within the institution, including administrative, academic, and support staff.

3. Definitions

- **Data Handlers:** Individuals authorized to access, process, and manage personal and sensitive data on behalf of the institution.
- **Personal Data:** Any information relating to an identified or identifiable individual, including but not limited to names, contact information, and academic records.
- **Sensitive Data:** A subset of personal data that requires additional levels of protection due to its sensitive nature, such as health information.

4. Rights of Data Handlers

Data handlers have the following rights:

- **Access:** The right to access personal and sensitive data necessary for the performance of their duties, in accordance with established procedures.
- **Training:** The right to receive proper training and resources to understand data protection policies, privacy laws, and best practices for data handling.
- **Support:** The right to seek assistance or clarification regarding data management from designated authorities within the institution.



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- **Reporting Concerns:** The right to report any concerns related to data breaches, unauthorized access, or other violations without fear of retaliation.

5. Duties of Data Handlers

Data handlers have the following duties:

- **Data Protection:** To ensure the confidentiality, integrity, and security of personal and sensitive data they handle, using appropriate safeguards and security measures.
- **Compliance:** To comply with all relevant laws, regulations, and institutional policies pertaining to data protection and privacy.
- **Accurate Data Management:** To ensure that all data collected and processed is accurate, relevant, and up to date, reporting any inaccuracies to the appropriate authority.
- **Limit Access:** To restrict access to personal and sensitive data to authorized personnel only and to use data only for the purposes for which it was collected.
- **Training and Awareness:** To participate in regular training sessions on data protection and privacy and to stay informed about updates to policies and procedures.
- **Reporting and Documentation:** To promptly report any data breaches, unauthorized access incidents, or compliance issues to designated authorities, and to document actions taken in response to such incidents.

6. Compliance and Training

Data handlers are required to comply with this policy and participate in ongoing training programs to stay updated on data protection laws and institutional practices. Compliance will be monitored, and failure to adhere to the duties outlined may result in disciplinary action.

7. Reporting Violations

Data handlers must report any suspected violations of this policy, data breaches, or unauthorized access to personal and sensitive data to the designated Data Protection Officer or the appropriate authority within the institution immediately.



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8. Policy Review and Updates

This policy will be reviewed regularly to ensure its effectiveness and compliance with applicable laws and regulations. Updates will be communicated to all data handlers, and additional training may be provided as needed.

APPROVED BY

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