

Electronic Data Protection **Policy**

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Electronic Data Protection Policy

Reviewed Date: October 2026

Reviewed By: Mrs Reenu Vimal (IT SPECIALIST)

Approved By: Mrs Vishnu Vandana (PRINCIPAL)

1. Purpose

The purpose of this policy is to establish guidelines for the protection of electronic data pertaining to students and staff members at New Horizon. This policy aims to ensure that sensitive information is safeguarded against unauthorized access, disclosure, and misuse.

2. Scope

This policy applies to all electronic data, including but not limited to academic records, personal identification information, health records, and employment-related data. It applies to all staff, students, and third-party service providers who handle or have access to this information.

3. Policy Statement

New Horizon School is committed to protecting electronic data related to its students and staff. This policy outlines the responsibilities of all stakeholders in securing sensitive information and ensuring compliance with applicable laws and regulations.

4. Definitions

- **Electronic Data:** Any data that is stored, processed, or transmitted electronically, including but not limited to databases, documents, and communications.
- **Sensitive Information:** Data that includes personally identifiable information (CPR, Passport), academic records, health information, and any other information designated as confidential.
- **Data Breach:** An incident in which unauthorized access to or disclosure of electronic data occurs.



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5. Responsibilities

- **Data Protection Officer (DPO):** Appointed to oversee data protection measures and ensure compliance with this policy.
- **IT Department:** Responsible for implementing security measures, monitoring systems, and providing support in data protection.
- **Staff Members:** Required to adhere to this policy and participate in training related to data protection.
- **Students and Parents/Guardians:** Encouraged to understand their rights regarding privacy and data protection.

6. Data Security Measures

6.1. Access Control

- Access to sensitive data shall be restricted based on the principle of least privilege. Only authorized personnel shall have access to specific information based on their roles.
- Multi-factor authentication must be implemented for access to systems containing sensitive data.

6.2. Data Encryption

- All sensitive data must be encrypted both in transit and at rest to prevent unauthorized access.

6.3. Regular Audits

- Routine audits of electronic systems and data access logs shall be conducted to identify unauthorized access and ensure compliance with this policy.

6.4. Secure Backup

- Regular backups of all critical data must be conducted, with backups stored securely offsite or in a secure cloud environment.



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7. Data Retention and Disposal

- Electronic data shall be retained only as long as necessary for educational, legal, and administrative purposes.
- All sensitive data must be properly disposed of using secure deletion methods that render the data unrecoverable when no longer needed.

8. Incident Response Plan

- An incident response plan must be established to address data breaches. This plan should include immediate actions to mitigate the breach, notification protocols, and investigation procedures.
- Staff members must report any suspected breaches immediately to the Data Protection Officer.

9. Training and Awareness

- All staff members shall receive training on data protection, including best practices for safeguarding sensitive information and recognizing phishing attempts and other cybersecurity threats.

10. Compliance and Enforcement

- Non-compliance with this policy may result in disciplinary action, up to and including termination for staff members or expulsion for students.
- Regular reviews of compliance with this policy will be conducted.

11. Policy Review

This policy will be reviewed annually or as needed to ensure relevance and compliance with legal, educational, and technological changes.

Approved By:

Mrs. Vishnu Vandana