

Data Protection Policy

1. Our Statement

The International Centre of Excellence (ICE) is committed to protecting the privacy and personal data of its students, staff, and other stakeholders. This Data Protection Policy outlines our commitment to ensuring the security and confidentiality of personal data in compliance with applicable data protection laws.

2. Scope

This policy applies to all personal data collected, processed, and stored by ICE in the course of its educational and administrative activities. The rules of the GDPR shall be mirrored with the UK laws where required. However, we are compliant with the **Prevention of Electronic Crimes Act (“PECA”)** which provides a comprehensive legal framework to define various kinds of electronic crimes, and mechanisms for investigation, prosecution and adjudication in relation to electronic crimes.

3. The Policy:

3.1. Data Collection and Processing

- ICE collects personal data only for legitimate purposes, such as enrolment, academic administration, and communication.
- Personal data collected may include but is not limited to names, contact information, academic records, and relevant administrative information.
- ICE shall inform individuals about the purposes for which their data is collected and obtain their consent when necessary.

3.2. Data Security

- ICE is committed to maintaining the security of personal data and has implemented appropriate technical and organisational measures to protect against unauthorised access, disclosure, alteration, or destruction.
- Access to personal data is restricted to authorised personnel who require the information to fulfil their duties.

3.3. Data Retention

Personal data shall be retained only for as long as necessary to fulfil the purposes for which it was collected or as required by applicable laws and regulations.

3.4. Data Access and Rectification

**Head Office:**

Plot no. 63, Service Road North, I-10/3
Islamabad

**Karachi Office:**

172-S, Shams Center P.E.C.H.S Block 2,
Tariq Road, Karachi

- Individuals have the right to access their personal data held by ICE and request corrections or updates where necessary.
- Requests for access or rectification should be made in writing to the Quality Assurance and Academic Standards Department (QAAS), whose contact information shall be made available to all stakeholders.

3.5. Data Sharing

ICE may share personal data with third parties only when necessary for educational or administrative purposes and with the appropriate consent, where required by law.

3.6. Data Privacy Right

1. Individuals have the right to:

- Be informed about the processing of their data.
- Access their personal data.
- Correct inaccurate or incomplete data.
- Withdraw consent, where applicable.
- Request the erasure of their data (the "right to be forgotten").
- Restrict processing under certain conditions.
- Object to the processing of their data.

3.7. Data Breach Response

9.1. In the event of a data breach, ICE promptly investigates, assesses the impact, and takes appropriate measures to mitigate harm. Regulatory authorities and affected individuals shall be notified as required by law.

4. Training and Awareness

ICE provides training to its staff and raises awareness about data protection principles and compliance with this policy.

5. Compliance and Review

- ICE regularly reviews and updates this Data Protection Policy to ensure compliance with evolving data protection laws and best practices.
- The QAAS Department be responsible for overseeing compliance with this policy and related data protection matters.

Contact Information

For inquiries or requests related to data protection, please contact the QAAS Department at:
Email: qualityassurance@ice.edu.pk

Last Updated: Oct-2023