



UNLIMITED EDUCATION ACADEMY

Email: info@buea.uk | Website: www.buea.uk | UK: +44 7309 227075 | KSA: +966 501 440 663

DATA PROTECTION POLICY

1. POLICY STATEMENT

UE Academy is committed to protecting the privacy and personal data of all learners, staff, and partners. It is the policy of this Academy to collect, process, store, and dispose of personal data lawfully, fairly, and transparently, in accordance with applicable data protection legislation in both the United Kingdom and the Kingdom of Saudi Arabia. Safeguarding personal data is treated as fundamental to maintaining learner trust and the integrity of our qualifications.

2. SCOPE OF APPLICATION

This policy applies to all personal data processed by UE Academy, in any format, including:

- **Learner Data:** applications, registration details, assessment records, certificates, and special consideration evidence.
- **Staff Data:** employment records, qualifications, CPD logs, and performance appraisals.
- **Partner & Client Data:** corporate contacts, contracts, and communications with employers and sponsoring organisations.

3. DATA PROTECTION PRINCIPLES

UE Academy processes personal data in line with the following core principles:

- **Lawfulness, Fairness & Transparency:** Data is only collected with a clear legal basis and learners are informed how their data will be used.
- **Purpose Limitation:** Data is collected for specified, explicit purposes (e.g., enrolment, certification, regulatory reporting) and not used incompatibly with those purposes.
- **Data Minimisation:** Only data that is adequate, relevant, and necessary is collected.
- **Accuracy:** Reasonable steps are taken to keep personal data accurate and up to date.
- **Storage Limitation:** Data is retained only as long as necessary, in line with the Academy's Data Retention Schedule and awarding body requirements.
- **Integrity & Confidentiality:** Data is protected against unauthorised or unlawful processing, loss, or damage through appropriate technical and organisational security measures.

4. LEARNER & STAFF RIGHTS

Data subjects have the right to:

- Access a copy of the personal data UE Academy holds about them (Subject Access Request).
- Request correction of inaccurate or incomplete data.
- Request erasure of data, where this does not conflict with a legal or regulatory retention requirement.
- Object to or restrict certain types of processing.
- Lodge a complaint with the relevant supervisory authority if they believe their data has been mishandled.

Requests should be submitted in writing to the Quality Assurance Manager, who will respond within one calendar month.



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5. DATA SECURITY & BREACH MANAGEMENT

- **Access Control:** Personal data is accessible only to authorised staff on a need-to-know basis, protected by role-based system permissions.
- **Encryption & Storage:** Digital records are encrypted in transit and at rest; physical records are held in locked, access-controlled storage.
- **Third-Party Processors:** Any external supplier processing data on the Academy's behalf must sign a Data Processing Agreement.
- **Breach Notification:** Any suspected data breach must be reported to the Quality Assurance Manager immediately. Where required by law, the relevant supervisory authority and affected individuals will be notified within statutory timeframes (72 hours under UK GDPR).

6. JURISDICTIONAL COMPLIANCE

- **United Kingdom:** Fully compliant with the UK GDPR and the Data Protection Act 2018.
- **Kingdom of Saudi Arabia:** Fully compliant with the Saudi Personal Data Protection Law (PDPL) and its Executive Regulations, as overseen by the Saudi Data & AI Authority (SDAIA).

Chief Executive Officer / Director UE Academy

Effective Date: 01 Jan 2026

Review Date: 07 April 2027

Document Ref: BUEA-POL-DPP-001



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