

Academic Bridge Data Protection Policy v. 1.0

Academic Bridge is committed to protecting the rights and freedoms of data subjects and to processing personal data securely and lawfully, in compliance with the Data Protection Acts 1988–2018 and the General Data Protection Regulation (GDPR).

This policy outlines AB's obligations and staff responsibilities in managing personal data.

2. Scope

This policy applies to all personal data processed by Academic Bridge, including data relating to students, staff, contractors, and any other individuals, regardless of format (electronic or paper).

3. Data Protection Principles

Academic Bridge shall comply with the seven principles of GDPR. Personal data must be:

1. Processed lawfully, fairly, and in a transparent manner.
2. Adequate, relevant, and limited to what is necessary (Data Minimisation).
3. Accurate and, where necessary, kept up to date (Accuracy).
4. Kept in a form which permits identification of data subjects for no longer than is necessary (Storage Limitation).
5. Processed in a manner that ensures appropriate security (Integrity and Confidentiality).
6. Collected for specified, explicit, and legitimate purposes (Purpose Limitation).
7. Academic Bridge is responsible for, and must be able to demonstrate compliance with these principles (Accountability).

4. Governance and Accountability

4.1. Data Protection Officer (DPO)

- The DPO is responsible for monitoring compliance with GDPR, managing data subject requests, advising on Data Protection Impact Assessments
- DPO is Mark Anthony Achonu-Douglasson;
Email: mark.anthony@academicbridge.ie

4.2. Data Protection Impact

Academic Bridge conducts DPIAs where processing activities are likely to result in a high risk to the rights and freedoms of individuals.

DPIAs are carried out:

- Prior to introducing new systems or technologies
- When processing sensitive or large-scale personal data
- Where required by GDPR

4.3 Staff Training

All staff are required to:

- Complete data protection training as a part of CPD within the first six months of their employment
- Maintain awareness of GDPR responsibilities
- Handle personal data in accordance with this policy

Regular refresher training is provided to ensure ongoing compliance.

5. Lawfulness of Processing and Consent

Academic Bridge processes personal data only where there is a lawful basis, including:

- Consent
- Contractual necessity
- Legal obligation
- Legitimate interests

Where consent is used:

- It is freely given, specific, informed, and unambiguous
- Data subjects may withdraw consent at any time

6. Data Subject Rights

Academic Bridge upholds the rights of data subjects, including:

- Right of access
- Right to rectification
- Right to erasure (“right to be forgotten”)
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making

Requests are processed within statutory timeframes

7. Security of Personal Data

Academic Bridge implements appropriate technical and organisational measures, including:

- Secure, password-protected systems
- Role-based access control
- Data encryption where appropriate
- Secure storage of physical records
- Regular data backups

These measures are designed to prevent unauthorised access, loss, or misuse of personal data.

8. Third Parties and International Transfers

Academic Bridge ensures that:

- Third-party processors are GDPR-compliant
- Data processing agreements are in place
- Personal data transferred outside the EEA is protected through appropriate safeguards (e.g. Standard Contractual Clauses)

9. Personal Data Breach Management

In the event of a data breach, Academic Bridge will:

- Identify and contain the breach
- Assess the risk to individuals
- Notify the Data Protection Commission (where required) within 72 hours
- Inform affected individuals where there is a high risk

All breaches are documented and reviewed.

10. Policy Review

This policy will be reviewed annually, or following significant changes to legislation or Academic Bridge's processing activities, by the DPO.