



AFIA Data Protection Policy

2024-2025

Al Faisal International Academy

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Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Name	Position	Date	Signature
Kawther Olayan	Director	December 2024	
Saima Sameer	D.D	September 2024	
Mourad Bougerra	D.H	September 2024	
Samina Khan	Academic Cord.	September 2024	
Shabana Hargey	Academic Coord.	September 2024	
Ridha M.	Arabic Cord.	September 2024	
Basma M.	Students Affairs	September 2024	



Al Faisal Vision, Mission and Values

Al Faisal Vision

Leading in education, with an Islamic identity, according to locally and internationally approved standards.

Al Faisal Mission

Our mission is to prepare all students to become motivated lifelong learners, productive members of society and global citizens ready to meet the challenges of the future.

Al Faisal Values

Authenticity: Being true to your own personality, values, and spirit.

Loyalty: Loyalty towards our school, country and leaders are the key ingredients to success!

Fairness: Fair and equitable education ensuring lifelong opportunities to succeed.

Accountability: Disposition to take responsibility for one's actions.

Integrity: Academic integrity enabling honesty and showing a consistent and uncompromising adherence to strong moral and ethical principles and values

Sustainability: Proactive approach to seeking knowledge, skills, values, and attitudes to address global challenges

Accomplishment: Consistent approach to achieve to potential

Leadership: To develop universal leadership skills enabling high expectations from self and others.

1. Introduction

This Data Protection Policy outlines Al Faisal International Academy's (AFIA) commitment to protecting personal data in compliance with Qatar's Law No. 13 of 2016 concerning Personal Data Privacy Protection (PDPL). We recognize the importance of safeguarding personal data and ensuring its lawful, fair, and transparent use.

2. Scope This policy applies to all personal data collected, processed, and stored by AFIA in any format (electronic or physical) relating to staff, students, parents, suppliers, and other stakeholders.

3. Definitions

- **Personal Data:** Any information related to an identified or identifiable natural person (data subject).
- **Processing:** Any operation performed on personal data, including collection, recording, storage, alteration, retrieval, transmission, and erasure.
- **Data Subject:** An individual whose personal data is processed.
- **Data Controller:** AFIA, as the entity determining the purposes and means of processing personal data.

4. Principles of Data Protection AFIA adheres to the following principles outlined in PDPL:

- **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and transparently.
- **Purpose Limitation:** Data will be collected for specified, explicit, and legitimate purposes.
- **Data Minimization:** Only data necessary for the stated purposes will be collected and processed.
- **Accuracy:** Personal data will be accurate and, where necessary, kept up to date.

- **Storage Limitation:** Data will not be retained longer than necessary for the purposes for which it was collected.
- **Integrity and Confidentiality:** Data will be processed securely to prevent unauthorized access, alteration, or loss.

5. Legal Basis for Data Processing Personal data will be processed only when there is a legal basis, such as:

- Consent from the data subject.
- Necessity for the performance of a contract.
- Compliance with legal obligations.
- Protection of vital interests of the data subject.
- Legitimate interests pursued by AFIA.

6. Rights of Data Subjects Data subjects have the following rights under PDPL:

- **Access:** The right to access their personal data held by AFIA.
- **Rectification:** The right to correct inaccurate or incomplete data.
- **Erasure:** The right to request the deletion of personal data when no longer necessary.
- **Objection:** The right to object to data processing for specific purposes.
- **Restriction:** The right to restrict processing under certain conditions.
- **Data Portability:** The right to receive personal data in a structured, commonly used format.

7. Data Collection and Processing AFIA will collect and process personal data only for specific purposes, including:

- Student admissions and academic records.
- Staff employment and payroll management.
- Communication with parents and guardians.
- Compliance with legal and regulatory obligations.

8. Data Sharing and Disclosure AFIA will not share personal data with third parties unless:

- Explicit consent has been obtained.
- It is required by law.
- It is necessary to fulfill contractual or legal obligations.
- It is to protect the vital interests of the data subject or others.

9. Data Security AFIA will implement appropriate technical and organizational measures to ensure data security, including:

- Regularly updating security systems and software.
- Restricting access to authorized personnel only.
- Conducting staff training on data protection.
- Encrypting sensitive data.

10. Data Breaches In the event of a data breach, AFIA will:

- Notify the affected data subjects promptly.
- Report the breach to the competent authorities as required by law.
- Take immediate steps to mitigate the impact and prevent future breaches.

11. Data Retention AFIA will retain personal data only as long as necessary for the purposes for which it was collected or as required by law. Once retention periods expire, data will be securely deleted or anonymized.

12. Accountability and Governance AFIA will:

- Designate a Data Protection Officer (DPO) to oversee compliance.
- Maintain records of processing activities.
- Regularly review and update this policy to ensure compliance with PDPL.

13. Consent Management AFIA will obtain clear and explicit consent from data subjects before processing their personal data, except where legal or contractual obligations exist. Consent can be withdrawn at any time.

14. International Data Transfers AFIA will ensure that any transfer of personal data outside Qatar complies with PDPL, guaranteeing an adequate level of protection in the recipient country.

15. Training and Awareness Regular training will be provided to all AFIA staff to ensure awareness and understanding of data protection obligations.

16. Complaints and Inquiries Data subjects may contact the Data Protection Officer (DPO) for any complaints, concerns, or inquiries regarding their personal data:

Policy Review

This policy will be reviewed annually or as required to comply with changes in law or organizational practices.

Approval and Implementation This policy is approved by AFIA's management and is effective as of August 2024.

All staff and stakeholders are required to adhere to its terms.