



Data Protection Policy

Effective Date: 26 January 2025

Lighthouse Academy for Educational Consultancy ("Lighthouse Academy") is committed to protecting the personal data of its students, parents, guardians, staff, and other stakeholders. This Data Protection Policy outlines the principles and practices we follow to ensure the security and privacy of personal information in compliance with applicable laws and regulations.

1. Purpose This policy aims to:

- Ensure that personal data is collected, processed, and stored responsibly.
- Protect individuals' rights to privacy and data security.
- Comply with relevant data protection laws, including Qatar's data privacy regulations.

2. Scope This policy applies to all personal data processed by Lighthouse Academy, including but not limited to:

- Students
- Parents or guardians
- Staff and contractors
- Third-party service providers

3. Principles of Data Protection Lighthouse Academy adheres to the following principles:

1. **Lawfulness, Fairness, and Transparency:** Personal data is collected and processed transparently and for legitimate purposes.
2. **Purpose Limitation:** Data is collected for specified, explicit, and legitimate purposes and not processed in a manner incompatible with those purposes.
3. **Data Minimisation:** Only the data necessary for each purpose is collected.
4. **Accuracy:** Personal data is kept accurate and up to date.
5. **Storage Limitation:** Data is stored only as long as necessary to fulfill its purpose.
6. **Integrity and Confidentiality:** Appropriate security measures are implemented to protect personal data.

4. Data Collection We collect personal data through:



- Enrolment forms
- Payment and billing systems
- Assessments and academic records
- Communication via email, phone, or other channels

5. Use of Personal Data Personal data is used for:

- Delivering educational programmes and services
- Processing payments and managing enrolments
- Communicating updates and programme-related information
- Complying with legal and regulatory requirements

6. Data Sharing Personal data may be shared with:

- **Service Providers:** Third parties who assist in delivering our services (e.g., payment processors, IT support).
- **Legal Authorities:** When required by law.
- **Other Parties:** With explicit consent for specific purposes.

We do not sell or rent personal data to third parties.

7. Data Security Lighthouse Academy implements robust security measures to safeguard personal data, including:

- Secure servers and encrypted storage systems
- Access controls and restricted data access
- Regular data security audits and staff training

8. Data Retention Personal data is retained only for as long as necessary to fulfill its purpose or comply with legal requirements. When data is no longer required, it will be securely deleted or anonymised.

9. Rights of Individuals Individuals have the following rights regarding their personal data:



- **Access:** Request a copy of the data we hold about them.
- **Correction:** Update or correct inaccurate information.
- **Deletion:** Request the removal of their personal data (subject to legal obligations).
- **Objection:** Object to specific types of data processing.
- **Data Portability:** Receive their personal data in a commonly used format.

To exercise these rights, contact us at info@thelighthouseacademy.org.

10. Breach Notification In the event of a data breach, Lighthouse Academy will:

- Notify affected individuals without undue delay.
- Report the breach to relevant authorities as required by law.

11. Updates to This Policy Lighthouse Academy reserves the right to update this policy. Changes will be communicated to stakeholders and published on our website.

12. Contact Us For questions or concerns about this Data Protection Policy, please contact us:

- Email: info@thelighthouseacademy.org
- Phone: +974 50576945
- Address: Unit 1, Building 3, Street 270, Zone 79, Al Arish Road, Doha, Qatar

By using Lighthouse Academy's services, you acknowledge that you have read, understood, and agree to this Data Protection Policy.