GDPR Policy

Date: January 2025

Reset AP is committed to ensuring the privacy and security of personal data collected, processed, and stored by the institution. This GDPR Policy aims to provide guidelines and procedures that ensure compliance with the General Data Protection Regulation (GDPR) of the European Union (EU).

Scope

This policy applies to all personal data that Reset AP collects, processes, and stores, regardless of the format or method of collection.

Policy Statement

The following are the policies that Reset AP Ltd has implemented to ensure compliance with GDPR:

Data Collection and Processing
Reset AP collects and processes personal data for the purpose of providing education and support services. The institution only collects and processes data that is necessary for the provision of such services. Personal data collected may include, but not be limited to, the following: name, address, date of birth, gender, academic records, attendance records, medical records, and other relevant information.

Data Protection
Reset AP ensures that all personal data is protected by technical and organizational measures to prevent unauthorized access, processing, or loss. Such measures include, but not limited to, access controls, encryption, and regular backups. All personal data is stored securely, both physically and electronically, and only accessible to authorized staff with a legitimate need to access such data.

Data Subject Rights
All individuals, whose personal data is collected and processed by Reset AP, have the right to access, rectify, and erase their personal data. They also have the right to restrict or object to the processing of their personal data, and the right to data portability. The institution will respond to any requests from data subjects in a timely and efficient manner.

Data Breaches
Reset AP has established procedures for reporting, investigating, and managing data breaches in compliance with GDPR. In the event of a data breach, the institution will notify the affected data subjects and the relevant supervisory authority within 72 hours of becoming aware of the breach.

Data Protection Officer
Reset AP has appointed a Data Protection Officer (DPO) who is responsible for overseeing GDPR compliance, advising on data protection matters, and acting as a point of contact for data subjects and the supervisory authority.

Data Protection Impact Assessment (DPIA)
Reset AP will conduct DPIAs for any high-risk data processing activities. The DPIA will assess the potential impact on data subjects and the measures in place to mitigate any risks.

Data Retention
Reset AP will retain personal data for no longer than necessary for the purposes for which it was collected. Data that is no longer required will be securely deleted or anonymized.

Third-party Data Processing
Reset AP will ensure that any third-party data processors who process personal data on behalf of the institution are GDPR compliant and have appropriate technical and organizational measures in place to protect the personal data.

Conclusion

Reset AP is committed to ensuring compliance with GDPR and protecting the privacy and security of personal data collected, processed, and stored by the institution. This policy provides guidelines and procedures for the responsible handling of personal data and will be reviewed annually or as and when required to ensure its continued effectiveness and compliance with GDPR.

Date of next review:

August 2025