



UNI-GUIDE

Consultancy Services

Foreign Education, Immigration, Appeals & Visa Clinic
Data Protection Policy

Personal data

Any statistics that relate directly or indirectly to a student, student representative and partner institute is identified as personal information, including any sensitive personal data.

(a) Sensitive personal data

This includes:

- Name, home address and CNIC.
- Data relating to access control (username and/or password);
- Financial information such as details of bank accounts, credit cards, debit cards or other Payment instruments;
- Passport information;
- Academic Records.
- Details pertaining to an individual's ethnicity or religious beliefs; and
- Any other information for the purposes of the Pakistan Personal Data Protection Bill, 2020 and rules issued thereunder.

(b) Data processing

Any operation or set of operations which is performed on personal data or on sets of personal data, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, dissemination or otherwise making available.

(C) Data Processor

A responsible company staff, who is authorized to access data for processing.

(d) General Provisions

The data processor must comply with the following:

- Provide personal protect to data from any loss, misuse, modification, unauthorised or accidental access or disclosure, alteration or destruction.
- Not to keep data for longer than is required; the retention of records on any application, notice, request or other information relating to personal data that it has processed or is processing.
- The country to which personal data is being transferred must offer protection.
- **Must not divulge any information relating to electronic fund transfers, affairs or accounts.**

(e) Access and Restriction

- Company staff shall be granted access to the data and applications that required for their job roles only.
- Company staff shall access sensitive data and systems only if there is a business need to do so and they have approval from higher management.
- Sensitive systems shall be physically or logically isolated in order to restrict access to authorized personnel only.
- Access to data classified as 'Confidential' or 'Restricted' shall be limited to authorized persons whose job responsibilities require it, as determined by the Data Security Policy or higher management.

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