

## General Data Protection Regulation Policy

<b>Policy information</b>	
<b>Controller</b>	Association for Transnational Higher Education Accreditation (ATHEA)
<b>Scope of policy</b>	The policy applies to ATHEA located in Rauhensteingasse 7/24 Vienna - Austria
<b>Policy operational date</b>	May 25, 2018
<b>Policy prepared by</b>	Dr. Günther Singer
<b>Approved by</b>	Board of Directors
<b>Policy review date</b>	The policy will be reviewed at least every three years.

<b>Introduction</b>	
<b>Purpose of policy</b>	The purpose of this policy is: <ul style="list-style-type: none"> <li>• complying with the law</li> <li>• following good practice</li> <li>• protecting clients, staff and other individuals</li> <li>• protecting the organisation</li> </ul>
<b>Types of data</b>	The policy refers to the following data: <ul style="list-style-type: none"> <li>• Names and contact data of persons directly linked to Institutional and Affiliate Members organizations</li> <li>• Names and contact data of persons interested in the services of ATHEA</li> <li>• Names and data as needed within the scope of Self-studies for accreditation (project based).</li> <li>• Names and data of employees for HRM purposes</li> </ul>
<b>Policy statement</b>	ATHEA: <ul style="list-style-type: none"> <li>• complies with both the law and good practice</li> <li>• respects individuals' rights</li> <li>• is open and honest with individuals whose data is held</li> <li>• provides training and support for staff who handle personal data, so that they can act confidently and consistently</li> </ul>
<b>Key risks</b>	Should the data get into wrong hands, this will create minimal damage since no sensitive personal data are stored.

<b>Responsibilities</b>	
<b>The Board / Company Directors</b>	They have overall responsibility for ensuring that the organisation complies with its legal obligations.
<b>Employees &amp; Volunteers</b>	All staff and volunteers are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their work.  From now on, where 'employees' is used, this includes both paid employees and volunteers.
<b>Enforcement</b>	Employees and volunteers are briefed at the beginning of their term or project on Data Protection and related policies. This will be reinforced on a yearly basis.

<b>Data recording and storage</b>	
<b>Updating</b>	Data are updated on a continuous basis.
<b>Retention periods</b>	<p>The retention period is typically seven years for persons linked to Institutional and Affiliate Members.</p> <p>The retention period of persons interested in the services of ATHEA is linked to their consent.</p>
<b>Directory of Procedures</b>	ATHEA's Directory of Procedures list the handling and risks of specific categories of data.

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Document created by: Dr. Günther Singer (Executive Director)