



Data Protection and Privacy Policy

1. Purpose of This Policy

White Oryx Academy is committed to protecting the personal data of all students, parents, staff, and partners. This policy outlines how we collect, use, store, and protect personal information in accordance with Qatar's Personal Data Privacy Protection Law (Law No. 13 of 2016) and applicable international standards.

2. Scope

This policy applies to all personal data processed by White Oryx Academy, whether held in paper or electronic formats, and applies to:

- Students and their families
- Staff and volunteers
- Commercial partners and suppliers
- Website and social media users

3. What Information We Collect

We may collect and process the following categories of personal data:

- **Student details:** Name, date of birth, nationality, gender, school, medical information, emergency contacts.
- **Parent/Guardian details:** Name, contact number, email address, residency status.
- **Staff and Volunteer data:** Name, ID copies, contact details, qualifications, references, background checks.
- **Programme participation:** Attendance, performance data, achievements, photos, and video recordings (with consent).
- **Financial information:** Payment history, invoices, and transaction data (processed securely).

4. How We Use Personal Data

We use personal data only for lawful, specific, and necessary purposes, such as:

- Programme administration and coordination
- Communication with parents/guardians



- Health, safety, and safeguarding
- Staff recruitment and HR management
- Marketing and promotional materials (only with consent)
- Compliance with legal or regulatory obligations

5. Consent and Legal Basis

Where required, White Oryx Academy obtains explicit consent from parents or individuals before collecting or using data, especially for:

- Sharing photos or videos in marketing or social media
- Collecting sensitive information such as health or medical details

You may withdraw your consent at any time by contacting james.mwale@whiteoryxacademy.com

6. Data Storage and Security

- Personal data is stored securely on password-protected systems or locked physical files.
- Access is restricted to authorised staff who require the information to perform their duties.
- We implement regular data audits and use industry-standard tools to protect against unauthorised access, loss, or misuse.

7. Data Sharing and Third Parties

We do not sell or share personal data with third parties, except in the following circumstances:

- With partners directly involved in programme delivery (e.g., schools or venues)
- When required by Qatari law or regulatory authorities
- With service providers who manage our CRM or payment platforms (under strict confidentiality agreements)

8. Photographs and Media

Photographs and videos may be taken during sessions for use in newsletters, social media, or promotional materials. Use of media will always be:

- Done with prior parental or individual consent
- In line with safeguarding protocols
- Respectful and appropriate in nature



9. Your Rights

You have the right to:

- Request access to your personal data
- Request correction or deletion of inaccurate data
- Withdraw consent for non-essential data usage
- Raise concerns or file a complaint about data handling

To exercise your rights, contact our General Manager at james.mwale@whiteoryxacademy.com.

10. Retention and Disposal

- Personal data is retained only for as long as necessary to fulfil its purpose.
- Student data is typically retained for **up to 2 years** after programme completion unless legally required to be held longer.
- All data is disposed of securely via deletion or shredding.

11. Policy Review and Updates

This policy will be reviewed annually or upon significant changes to data protection laws or internal practices.

Last updated: April 2025

Next review due: April 2026