



DATA PROTECTION POLICY

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RUSHMORE BUSINESS SCHOOL

Data Protection Policy

1. Purpose of the Policy

The purpose of this policy is to ensure that Rushmore Business School, its staff and students comply with the provisions of the Data Protection Act 2017 of Mauritius and with any other relevant legislation in jurisdictions in which we operate when processing personal data. The Rushmore Business School takes its responsibilities regarding the management of the requirements of Data Protection legislation seriously, and any infringement may be considered under disciplinary procedures.

This document provides the policy framework through which effective compliance can be achieved and audited.

2. Scope/Applicability

This policy applies to staff, students, visitors, agents of the Rushmore Business School and any authorised processors of personal data held or owned by the Rushmore Business School, regardless of where the data is held and, in respect of automatically processed data, the ownership of the equipment used, if the processing is for Rushmore Business School purposes. This policy also applies to personal data retained and processed by Rushmore Business School Team.

The Rushmore Business School needs to process information about its employees, its students and other individuals: for example, to allow it to monitor performance, achievements and health and safety, and so that staff can be recruited and paid, courses organised and legal obligations fulfilled (MoUs, Regulators' requirements). Such information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Rushmore Business School is required to adhere to the principles of data protection as laid down by the legislation. In accordance with those principles personal data shall be:

Processed fairly and lawfully and in a transparent manner

Processed for specified, explicit and legitimate purposes

Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed

Accurate and up to date

Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed

Processed in a manner that ensures appropriate security of the personal data

Personal data shall also be processed in a manner that respects the rights of data subjects and may only be transferred outside of Mauritius to only Academic Partners, Professional Bodies or other Regulators.

The Rushmore Business School also notes that it is required to comply with those provisions set out in the GDPR which relate to the principle of 'accountability' in UK.

3. Responsibility

3.1 Rushmore Business School Responsibilities:

The Rushmore Business School is a data controller under data protection Act 2017 and under equivalent legislation in other jurisdictions and fully recognises its responsibilities for establishing policies and procedures in order to comply with the relevant requirements.

3.1.1 Rushmore Business School- Management

The Rushmore Business School Management is ultimately responsible for approving and overseeing the operation of this Policy.

3.1.2 Rushmore Business School's Data Protection Officer- Usually Heads of Department

The Rushmore Business School will nominate appropriate person as the Rushmore Business School's Data Protection Officer, who will be the person of sufficient knowledge and seniority in the Rushmore Business School.

The Policy is available on RBS Moodle and is brushed on during Induction.

3.2 Responsibilities of Heads of Academic Departments and Administration/Finance/Student Support Departments

Heads of academic departments and Heads of other Non-Academic Services are responsible for ensuring compliance with the data protection legislation and other relevant legislation and for ensuring that the requirements of this Policy are met.

Heads of academic departments and HR must ensure that all new members of staff receive an appropriate introductory briefing on data protection and other relevant legislation and that staff members within their areas of responsibility receive refresher courses on data protection compliance.

3.3 Staff Responsibilities

3.3.1 It is a condition of employment that staff will abide by the rules and policies of the Rushmore Business School. Any failure to follow this Policy may result in disciplinary proceedings.

3.3.2 When staff use personal information about students, other staff members, or other individuals, they must comply with the requirements of this Policy.

3.3.3 Staff must ensure that:

all personal information entrusted to them in the course of their employment is kept securely;

no personal information is disclosed either verbally or in writing, accidentally or otherwise to any unauthorised third party;

no personal information is accessed by staff for any reason other than for legitimate Rushmore Business School business;

any information that they provide to the Rushmore Business School in connection with their own employment is accurate and up to date and that they inform the Rushmore Business School of any changes, e.g. changes of address/ contact detail, qualifications amongst others.

3.3.4 When members of staff are responsible for supervising students doing work which involves the processing of personal information (e.g. in research projects), they must ensure that those students are aware of the data protection principles as set out in point 2 above, and, in particular, the requirement to obtain the data subject's consent where appropriate.

Staff who are unsure about who are the authorised third parties to whom they can legitimately disclose personal data should seek advice from Head of Department.

3.4 Contractors, Trainees and Part Time Staff

Heads of Academic Departments and HR who employ contractors, trainees or Part time staff must ensure that they are made aware of their obligations under the legislation and the requirements of this Policy.

4. Detailed Policy

4.1 Same may be accessed on RBS Moodle

The Rushmore Business School's policies are available on RBS Moodle.

4.2 Consent to process

By being a Student, Staff or Visitor, you consent for your information to be shared with other departments, partner universities and regulators at exceptional cases- for instance- registration purposes, examination boards, regulator meetings, Partner's meeting, amongst others.

4.3 Information Collected by the Rushmore Business School

Information collected by Rushmore Business School is owned by Rushmore Business School (including any subsidiary companies). The Rushmore Business School will not sell, share or rent this information to others in ways which differ from what is stated on the Rushmore Business School's website or in any prior agreement.

4.4 Data Security Breaches

Any data-related incident or breach or potential breach of data protection legislation or other equivalent legislation or of the requirements of this Policy should be reported to the Management.

Incidents will be dealt with in accordance with the Rushmore Business School's Procedures in the event of a suspected breach of Data Protection.

4.5 Sharing of data with third parties.

The sharing of personal data will comply with those details set out in staff contracts and the Data Protection Statements for staff and students.

Staff, students and others whose personal data may be held by the institution, should note that the Rushmore Business School has a duty under Data Protection Act 2017 to keep information safe.