

Starliks Campus – Data Protection Policy

Version: 1.0 | Effective Date: 01.04.2024



1. Purpose

The purpose of this Data Protection Policy is to ensure that Starliks Campus complies with all relevant data protection laws and regulations. It outlines how personal data is collected, stored, used, and protected to ensure the privacy and rights of our students, staff, and stakeholders are upheld at all times.

2. Scope

This policy applies to:

- All staff, faculty, contractors, and representatives of Starliks Campus
- All personal data processed, whether in paper or electronic form
- All students, applicants, alumni, and third-party contacts

3. Policy Statement

Starliks Campus is committed to protecting personal data in accordance with applicable data protection regulations including the **General Data Protection Regulation (GDPR)** where applicable and local data protection laws in Sri Lanka.

We ensure that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Accurate and kept up to date
- Kept in a form that permits identification only for as long as necessary
- Processed in a manner that ensures appropriate security

4. Data Collection and Use

We collect and process personal data including:

- Names, contact details, and identification documents
- Academic records, assessments, and qualifications
- Financial information (for billing and payment purposes)
- Communication records (emails, queries, feedback)
- Attendance and performance data

Data is collected for purposes such as:

- Student admission and enrollment
 - Academic management and certification
 - Student support and communication
 - Internal quality assurance and reporting
 - Legal and compliance requirements
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5. Data Security

We implement robust data security measures, including:

- Password-protected systems
 - Encrypted storage and transmission
 - Access controls based on roles and necessity
 - Regular system audits and backups
 - Secure deletion and destruction of obsolete data
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6. Rights of Data Subjects

Individuals whose data we hold have the right to:

- Access their personal data
- Request correction or deletion
- Restrict or object to data processing
- Withdraw consent where applicable
- File a complaint with relevant authorities in case of concerns

Requests can be made by contacting:

info@starliks.com

7. Data Sharing

We do not share personal data with third parties without consent unless required by law or for official academic purposes, such as with awarding bodies (e.g., ABE, EduQual, Othm, Qulalifi) or government education authorities.

Where data is shared with partners, it is done under strict data-sharing agreements ensuring confidentiality and lawful processing.

8. Data Retention

We retain personal data only as long as necessary for academic, administrative, and legal purposes:

- Student records: 7 years after course completion
 - Financial records: 7 years
 - Communications and support queries: 2 years
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9. Staff Responsibilities

All staff and lecturers are required to:

- Handle data responsibly and confidentially
 - Complete regular data protection awareness training
 - Report any suspected data breaches immediately
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10. Policy Review

This policy will be reviewed annually or sooner if required due to regulatory updates or operational changes.

Approved by:

Managing Director

Starliks Campus

 Managingdirector@starliks.com



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