



معهد التدريب التقني والاداري ش.م.م

## TECHNICAL AND ADMINISTRATIVE TRAINING INSTITUTE LLC

### Data Protection Policy

#### 1. Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Sultanate of Oman Personal data protection law (Royal decree No. 2022/6) and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. The policy will be communicated to all staff and they will be expected to understand and abide by it.

#### 2. Definitions

The following definitions of terms used in this document are drawn from Chapter I, Article 1 of the Sultanate of Oman Personal data protection law (Royal decree No. 2022/6).

##### 2.1 Personal data:

Data that makes a natural person identifiable, or identifiable, directly or indirectly, by reference to one or more identifiers, such as name, civil number, electronic identifier data, or spatial data, or by reference to one or more factors related to genetic or physical identity or Mental, psychological or social or cultural or economic.

##### 2.2 Genetic data:

Personal data related to inherited or genetically acquired characteristics that result from the analysis of a biological sample.

##### 2.3 Biometric data:

Personal data that results from specific technical processing related to by physical, psychological, or behavioral characteristics, such as facial image or genetic fingerprint data.

##### 2.4 Health Data:

Personal data related to physical, mental and psychological health.

##### 2.5 Data Processing:

An operation or set of operations performed on personal data. It includes collecting, recording, analyzing, organizing, storing, modifying, retrieving, reviewing, or coordinating or join some of them together, block them, erase them, cancel them, or disclose them, by sending them, distributing them, transmitting them, transferring them, or making them available by other means.

##### 2.6 Personal Data Subject:

The natural person who can be identified through his personal data.

##### 2.7 Data Controller:

The person who determines goals and means of treatment Personal data, and he carries out this processing himself, or is entrusted with it to others.

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### 2.8 Data Processor:

The person who processes personal data on behalf of us about the controller.

### 2.9 Regulations:

The executive regulations of this law.

### 3. Data protection principles

The data protection principles outline the basic responsibilities for organizations handling personal data. The data controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

- Personal data shall be processed fairly and lawfully;
- Personal data shall be obtained only for specified and lawful purposes;
- Personal data shall be adequate, relevant and not excessive;
- Personal data shall be accurate and where necessary, kept up to date;
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
- Personal data shall be kept secure

### 4. Policy

Technical and Administrative Training Institute LLC is committed to:

- Ensuring that data is collected and used fairly and lawfully.
- Processing personal data only in order to meet our operational needs or fulfil legal requirements.
- Taking steps to ensure that personal data is up to date and accurate.
- Establishing appropriate retention periods for personal data.
- Ensuring that data subjects' rights can be appropriately exercised.
- Providing adequate security measures to protect personal data.
- Ensuring that the department head is responsible for data protection compliance and provides a point of contact for all data protection issues.
- Ensuring that all staff are made aware of good practice in data protection.
- Providing adequate training for all staff responsible for personal data.
- Ensuring that everyone handling personal data knows where to find further guidance.
- Ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly.
- Regularly reviewing data protection procedures and guidelines within the organisation.

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### 5. Building data protection in business activities

In order to demonstrate compliance with the principles of data protection, an organization should build data protection into its business activities.

#### 5.1 Collection

The Company must strive to collect the least amount of personal data possible. If personal data is collected from a third party, Data Protection Officer must ensure that the personal data is collected lawfully.

#### 5.2 Use, Retention, & Disposal

The purposes, methods, storage limitation and retention period of personal data must be consistent with the information contained in the Privacy Notice. The Company must maintain the accuracy, integrity, confidentiality and relevance of personal data based on the processing purpose. Adequate security mechanisms designed to protect personal data must be used to prevent personal data from being stolen, misused, or abused, and prevent personal data breaches. Data Protection Officer is responsible for compliance with the requirements listed in this section.

#### 5.3 Disclosure to Third Parties

Whenever the Company uses a third-party supplier or business partner to process personal data on its behalf, Data Protection Officer must ensure that this processor will provide security measures to safeguard personal data that are appropriate to the associated risks.

The TATI must contractually require the supplier or business partner to provide the same level of data protection. The supplier or business partner must only process personal data to carry out its contractual obligations towards the Company or upon the instructions of the Company and not for any other purposes. When the Company processes personal data jointly with an independent third party, the Company must explicitly specify its respective responsibilities of and the third party in the relevant contract or any other legal binding document.

#### 5.4 Cross-border Transfer of Personal Data

Before transferring personal data out of the Sultanate of Oman adequate safeguards must be used including the signing of a Data Transfer Agreement, as required by the Sultanate of Oman and, if required, authorization from the relevant Data Protection Authority must be obtained. The entity receiving the personal data must comply with the principles of personal data processing.

#### 5.5 Rights of Access by Data Subjects

When acting as a data controller, Data Protection Officer is responsible to provide data subjects with a reasonable access mechanism to enable them to access their personal data, and must allow them to update, rectify, erase, or transmit their Personal Data, if appropriate or required by law.

#### 5.6 Data Portability

Data Subjects have the right to receive, upon request, a copy of the data they provided to the

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Company in a structured format and to transmit those data to another controller, for free. Data Protection Officer is responsible to ensure that such requests are processed within one month, are not excessive and do not affect the rights to personal data of other individuals.

### 5.7 Right to be Forgotten

Upon request, Data Subjects have the right to obtain from the Company the erasure of their personal data. When the Company is acting as a Controller, Data Protection Officer must take necessary actions (including technical measures) to inform the third parties who use or process that data to comply with the request.

### 6. Fair processing guidelines

Personal data must only be processed when explicitly authorized by Data Protection Officer. The Company must decide whether to perform the Data Protection Impact Assessment for each data processing activity.

#### 6.1 Notices to Data Subjects

At the time of collection or before collecting personal data for any kind of processing activities including but not limited to selling products, services, or marketing activities, Data Protection Officer is responsible to properly inform data subjects of the following: the types of personal data collected, the purposes of the processing, processing methods, the data subjects' rights with respect to their personal data, the retention period, potential international data transfers, if data will be shared with third parties and the Company's security measures to protect personal data. This information is provided through Privacy Notice.

Where personal data is being shared with a third party, Data Protection Officer must ensure that data subjects have been notified of this through a Privacy Notice.

Where personal data is being transferred to a third country, the Privacy Notice should reflect this and clearly state to where, and to which entity personal data is being transferred.

Where sensitive personal data is being collected, the Data Protection Officer must make sure that the Privacy Notice explicitly states the purpose for which this sensitive personal data is being collected.

#### 6.2 Obtaining Consents

Whenever personal data processing is based on the data subject's consent or other lawful grounds, Data Protection Officer is responsible for retaining a record of such consent. Data Protection Officer is responsible for providing data subjects with options to provide the consent and must inform and ensure that their consent (whenever consent is used as the lawful ground for processing) can be withdrawn at any time.

When requests to correct, amend or destroy personal data records are received, Data Protection Officer must ensure that these requests are handled within a reasonable time frame. Data Protection Officer must also record the requests and keep a log of these.

Personal data must only be processed for the purpose for which they were originally collected. In the event that the Company wants to process collected personal data for another purpose, the Company must seek the consent of its data subjects in clear and concise writing.

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Any such request should include the original purpose for which data was collected, and also the new, or additional, purpose(s). The request must also include the reason for the change in purpose(s). The Data Protection Officer is responsible for complying with the rules in this paragraph.

Now and in the future, Data Protection Officer must ensure that collection methods are compliant with relevant law, good practices and industry standards.

### 7. Organization and Responsibilities

The responsibility for ensuring appropriate personal data processing lies with everyone who works for or with the TATI and has access to personal data processed by the TATI.

The key areas of responsibilities for processing personal data lie with the following organizational roles:

The Registrar (Data Protection Officer) is responsible for managing the personal data protection program and is responsible for the development and promotion of end-to-end personal data protection policies;

The Legal Counsel together with the Data Protection Officer, monitors and analyses personal data laws and changes to regulations develops compliance requirements and assists business departments in achieving their Personal data goals.

The Executive-IT Maintenance is responsible for:

- Ensuring all systems, services, and equipment used for storing data meet acceptable security standards.
- Performing regular checks and scans to ensure security hardware and software is functioning properly.

The Training Supervisor is responsible for:

- Approving any data protection statements attached to communications such as emails and letters.
- Addressing any data protection queries from journalists or media outlets like newspapers.
- Where necessary, work with the Data Protection Officer to ensure marketing initiatives abide by data protection principles.

The HR Officer is responsible for:

- Improving all employees' awareness of user personal data protection.
- Organizing Personal data protection expertise and awareness training for employees working with personal data.
- End-to-end employee personal data protection. It must ensure that employees' personal data is processed based on the employer's legitimate business purposes and necessity.

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The Institute Manager is responsible for passing on personal data protection responsibilities to suppliers and improving suppliers' awareness levels of personal data protection as well as flow down personal data requirements to any third party a supplier they are using. The Procurement Department must ensure that the TATI reserves a right to audit suppliers.

### 8. Response to personal data breach incidents

When the TATI learns of a suspected or actual personal data breach, Data Protection Officer must perform an internal investigation and take appropriate remedial measures in a timely manner. Where there is any risk to the rights and freedoms of data subjects, the Company must notify the relevant data protection authorities without undue delay and, when possible, within 72 hours.

### 9. Awareness and access

TATI will ensure that all its Learners and Staffs have access to this policy through Notice Board, HR Office and IQA Office.

TATI will ensure that all its Learners and Staffs are aware of this policy in the following ways:

- through its induction training and continuous professional development program;
- the TATI Staff Code of Conduct includes reference to this policy;
- through termly reminders sent via email.

### 10. Policy Review

The Data Protection Policy will be reviewed after every three years to keep it up to date with new developments. QMS Coordinator will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness.

The Managing Director  
SUHAIL SAAD BAHWAN



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