



Jubaiha Center

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DATA PROTECTION POLICY AND PRIVACY NOTICE

1. INTRODUCTION

- Jubaiha Center is committed to protecting the rights and privacy of individuals in accordance with Jordanian data protection laws and international best practices. This policy and notice outline how Jubaiha Center collects, uses, stores, and manages personal data to ensure it is processed lawfully, fairly, and transparently.

2. PURPOSE

- This policy aims to:
- Inform students, staff, and stakeholders about how their personal data is used.
- Ensure staff and students understand their responsibilities regarding data protection.
- Demonstrate Jubaiha Center commitment to legal compliance and best practices.
- Minimise risks associated with data handling and processing.

3. SCOPE

- This policy applies to:
- All personal data processed by Jubaiha Center in any format.
- All employees, students, contractors, and third parties acting on behalf of the academy.

4. DEFINITIONS

- **Personal Data:** Any information relating to an identified or identifiable individual (data subject).

- **Special Category Data:** Sensitive information such as health records, ethnicity, religion, or biometric data.
- **Data Controller:** Jubaiha Center, which determines how and why data is processed.
- **Data Processor:** A third-party processing data on behalf of Jubaiha Center.

5. PRINCIPLES OF DATA PROCESSING

- Jubaiha Center commits to processing personal data based on these principles:
- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

6. TYPES OF DATA COLLECTED

- Jubaiha Center collects personal data including:
- Contact and identity information (e.g., name, ID number, email, phone)
- Academic, training, and employment records
- Attendance, performance, and disciplinary information
- Financial information for payments or scholarships
- Health information when necessary for student support

7. LAWFUL BASIS FOR PROCESSING

- Data is processed under the following legal bases:
- Consent from the individual
- Contractual necessity (e.g., enrolment, employment)
- Legal obligations

- Vital interests
- Legitimate interests pursued by Jubaiha Center.

8. RIGHTS OF DATA SUBJECTS

- All individuals have the following rights regarding their data:
- Access their personal data
- Request rectification of inaccurate data
- Request erasure (“right to be forgotten”)
- Restrict processing of their data
- Data portability
- Object to processing
- Lodge complaints with the relevant Jordanian data protection authority
- Requests should be submitted to: **info@jubaihacenter.com**

9. DATA SECURITY

- Personal data is stored securely in digital and physical formats.
- Security measures include encryption, firewalls, password protection, and role-based access.
- Paper records are stored in locked cabinets and accessed only when necessary.

10. DATA RETENTION

- Data is retained only as long as necessary for its intended purpose.
- A formal retention schedule is maintained.
- Data no longer needed is securely destroyed or anonymised.

11. THIRD-PARTY DATA SHARING

- Data may be shared with:
- Regulatory and accreditation authorities

- Professional or legal organisations
- Service providers (e.g., IT, certification)
- All third parties must comply with Jubaiha Center data protection requirements.

12. DATA BREACHES

- All breaches must be reported immediately to the Data Protection Officer (DPO).
- Significant breaches are reported to relevant authorities within the required timeframe.
- Affected individuals are notified when necessary.

13. TRAINING AND AWARENESS

- All staff receive data protection training upon induction.
- Annual refresher training is provided.
- Data protection responsibilities are included in job descriptions.

14. WEBSITE PRIVACY

Jubaiha Center website may collect data via:

- Online forms (contact, registration)
- Cookies (refer to the separate Cookie Policy)
- Analytics tools
- All website-collected data is processed in compliance with this policy.

15. REVIEW

- This policy is reviewed annually or in response to changes in data protection law or academy practices.

Approved by:

Director General, **Jubaiha Center, Jordan**

Date: 28 October 2025