



## Data Protection Policy on Jadara's Campus

Last Updated: Nov 2024

### Purpose

Jadara University is committed to safeguarding personal data across all academic, administrative, and research activities. This policy ensures compliance with the **General Data Protection Regulation (GDPR)** and Jordan's equivalent national data protection regulations.

The purpose of this policy is:

- Protecting the privacy and rights of students, staff, faculty, and partners.
- Ensuring lawful, fair, and transparent processing of personal data.
- Embedding accountability within governance structures, including the **IT Center, E-Learning Center, and AI Center**.
- Promoting awareness and responsible digital practices across campus.
- Establishing procedures for monitoring, reporting, and revising data protection measures.

### Policy

#### Data Protection Framework

Personal data collected by Jadara University is processed under the following principles:

- **Lawfulness & Fairness:** Data is processed only for legitimate purposes.
- **Transparency:** Clear notices and consent mechanisms are provided.
- **Purpose Limitation:** Data is used only for defined academic, administrative, and research purposes.
- **Data Minimization:** Only necessary data is collected and retained.
- **Security & Confidentiality:** Strong technical and organizational safeguards are applied.
- **Retention & Disposal:** Data is retained only as long as necessary and securely disposed thereafter.



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### Roles & Responsibilities

- **Compliance Office / Data Protection Officer (DPO):** Oversees compliance, advises units, and serves as the primary contact for data protection matters.
- **IT Center:** Implements secure infrastructure, encryption, and breach management procedures.
- **E-Learning Center:** Ensures LMS and online teaching platforms comply with privacy standards.
- **AI Center:** Applies privacy-by-design principles in AI systems and research projects.
- **Quality Assurance Center:** Monitors implementation, evaluation, and revision cycles.

### Rights of Data Subjects

- Right to access, rectify, and erase personal data.
- Right to restrict or object to processing.
- Right to data portability.
- Right to withdraw consent at any time.

### Operational Procedures

- **Consent Management:** All digital platforms (LMS, AI systems, portals) include explicit consent mechanisms.
- **Data Breach Response:** The IT Center maintains breach management procedures with immediate reporting to the DPO.
- **Awareness & Training:** Regular workshops conducted by the E-Learning and AI Centers.
- **Continuous Improvement:** Policy reviewed annually by the Compliance Office and revised in consultation with IT, E-Learning, and AI Centers.

### Assessment & Policy Review

The data protection policy is assessed and evaluated by stakeholders — mainly the **University Board, Compliance Office, and IT Center** — every **three years**. Updates may be introduced earlier based on reports from the responsible units. Any revisions must be approved by the University Board and shared electronically with staff and students via the **Sustainable Development page** on Jadara's website, as well as through official email communication.