



**Domino Institute Of
Professional Studies**

Data Protection Policy

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**Domino Institute Of
Professional Studies**

Welcome to Domino Institute of Professional Studies

As a leading provider of professional education in Pakistan, we are pleased to welcome you to our academic community. This data protection policy reflects our institutional commitment to delivering high-quality education, safeguarding student welfare, and maintaining the professional standards that are the hallmark of the Domino Institute. DIPS is a nationally recognized academic institution, committed to enhancing educational accessibility through the implementation of contemporary pedagogical practices. In alignment with global educational trends and the increasing demand for flexible learning pathways, DIPS has developed a comprehensive and scalable distance learning model to complement its traditional on-campus delivery. This policy establishes a structured framework for ensuring the consistent delivery of high standards in distance education. It reaffirms the Institute's dedication to academic excellence, comprehensive student support, regulatory compliance, and the ongoing enhancement of its technological infrastructure. All provisions within this policy are aligned with the requirements set forth by OTHM, Ofqual standards, and the broader expectations of Pakistan's higher education sector.



1. Policy Purpose

The purpose of this Data Protection Policy is to ensure that Domino Institute of Professional Studies (DIPS) processes and manages personal data of learners, staff, and stakeholders responsibly, securely, and in compliance with the General Data Protection Regulation (UK GDPR) principles as required by OTHM and Ofqual. This policy also aligns with local data protection practices in Pakistan.

2. Scope

- This policy applies to:
- All employees, part-time or full-time
- Tutors, assessors, and academic staff
- Learners enrolled in OTHM qualifications
- Third-party vendors or contractors handling DIPS data
- It covers all personal data processed through digital systems, physical records, LMS, assessment platforms, communications, and storage.



3. Definitions

Personal Data: Any information relating to an identifiable person (e.g., names, email addresses, ID numbers).

Sensitive Data: Data concerning race, religion, health, or any protected characteristics.

Data Subject: A person whose data is being processed.

Data Controller: DIPS, which determines the purpose and means of processing personal data.

Data Processor: Any third party that processes data on behalf of DIPS.

4. Legal and Regulatory Framework

While Pakistan currently lacks comprehensive data protection legislation similar to **GDPR**, **DIPS** voluntarily complies with **UK GDPR** principles and any local guidelines (e.g., **PTA advisories**, **Prevention of Electronic Crimes Act 2016**) where applicable.

DIPS ensures alignment with:

OTHM's Centre Recognition & Monitoring requirements

Ofqual expectations for data privacy and learner protection

International data protection principles



5. Core Principles

DIPS ensures all data is:

Processed lawfully, fairly, and transparently

Collected for specified, legitimate purposes

Limited to what is necessary (data minimization)

Kept accurate and up to date

Stored only as long as necessary (data retention)

Secured against unauthorized access or loss

6. Data Collected

DIPS may collect and process:

Student names, contact details, ID/passport numbers

Academic records and assessment data

Learning support needs

CCTV images (if applicable on campus)

Staff employment records



7. Lawful Basis for Processing

- We process data under the following lawful grounds:
- Performance of a contract (e.g., enrolment)
- Compliance with legal obligations (e.g., reporting to OTHM)
- Consent (e.g., for marketing or testimonials)
- Legitimate interests (e.g., centre improvement)

8. Data Subject Rights

All data subjects have the right to:

Be informed about how their data is used

Access their personal data

Rectify inaccurate data

Request data erasure (“right to be forgotten”) where appropriate

Restrict or object to certain processing

Lodge complaints with the Data Protection Officer (DPO)



9. Security and Data Access

Digital data is protected through passwords, firewalls, and secure LMS platforms

Access is granted based on role and necessity (need-to-know basis)

Physical documents are stored in locked cabinets

Staff are trained in data protection awareness

10. Data Sharing and Third Parties

DIPS shares learner and staff data with OTHM for assessment, registration, and certification purposes only

Third-party service providers (e.g., LMS vendors, consultants) must sign a Data Processing Agreement (DPA)

No data will be sold or disclosed for marketing without consent

11. International Data Transfers

As an OTHM centre, DIPS may transfer learner data to the UK. Such transfers are protected using:

Encrypted platforms

Contractual clauses ensuring compliance with UK GDPR

Controlled access on shared systems



12. Retention Period

Learner records: 6 years after course completion

Staff records: 6 years after departure

Financial records: As per FBR or company regulations

Complaints/disciplinary records: 3 years minimum

13. Breach Notification

In case of a data breach:

The DPO will assess the risk and notify stakeholders within 72 hours

An internal investigation will be conducted and remediation actions documented

OTHM and affected parties will be notified if personal data is compromised

14. Training and Awareness

All staff will receive mandatory data protection training annually

Refresher sessions will be conducted during onboarding or policy changes

15. Roles and Responsibilities

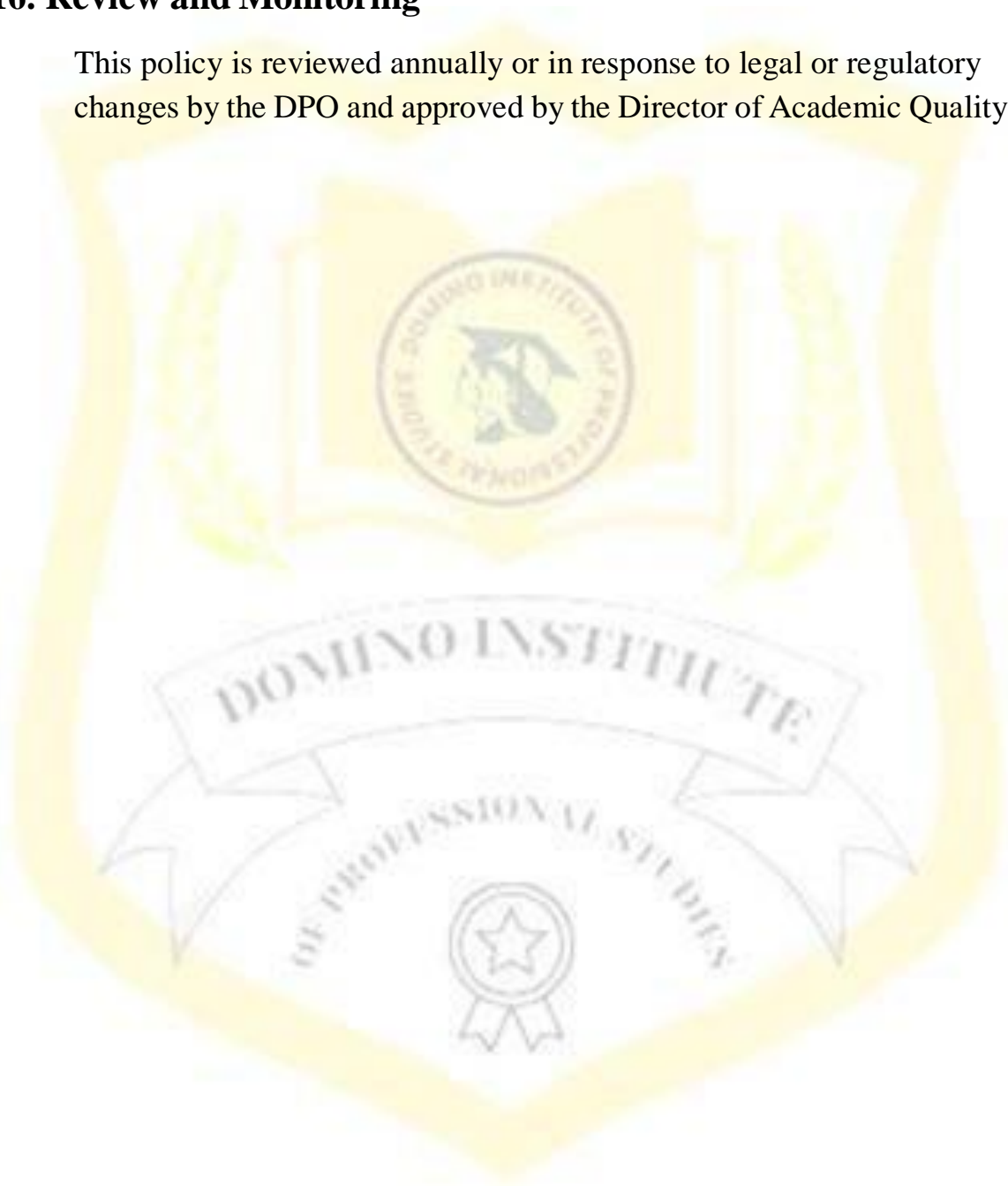
- Data Protection Officer (DPO): [Insert Name & Contact Email]
- Head of Centre: Ensures organizational compliance
- All staff: Must handle data responsibly and report incidents



**Domino Institute Of
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16. Review and Monitoring

This policy is reviewed annually or in response to legal or regulatory changes by the DPO and approved by the Director of Academic Quality.





Appendix A - Data Processing Consent Form

Learner / Staff Consent to Process Personal Data Domain Institute of Professional Studies

I, the undersigned, hereby give my **informed consent** to Domain Institute of Professional Studies (DIPS) to collect, store, and process my personal data for the purposes outlined below:

Purpose(s) of Data Processing:

- Student Registration with OTHM
- Academic Assessment and Certification
- Communication and Support Services
- Staff Administration and HR
- Internal Research and Quality Assurance

Type of Data Collected:

- Name, ID, Date of Birth
- Contact Details
- Academic Records
- Identification Documents
- Sensitive data (health/disability), if applicable

I understand that my data may be shared securely with OTHM (UK) for qualification processing purposes.

I have the right to withdraw consent at any time by contacting the Data Protection Officer.

Signature: _____

Full Name: _____

Role: Learner Staff

Date: _____



Appendix B – Data Breach Incident Form

SECTION A: Reporter Details

- Reported by: _____
- Role: _____
- Date Reported: _____

SECTION B: Incident Description

- Date and time of breach: _____
- Nature of breach:
 - Unauthorized access
 - Lost/stolen data
 - Email sent to wrong person
 - Malware/ransomware
 - Other: _____
- Describe what happened:
- Categories of data affected:
 - Student Data Staff Data Financial Medical Other
- Number of individuals affected (estimated): _____

SECTION C: Immediate Actions Taken

Signature of Reporter: _____

Reviewed by (DPO): _____

Date Closed: _____



**Domino Institute Of
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Contact Domino Institute

For academic, technical, or support-related inquiries, contact us at:

Email: info@dominoenglish.pk

Sikander

Signed:

Director, Domino Institute of Professional Studies

