



Gonet Academy Data Protection Policy

1. Policy Statement

a) Gonet Academy is committed to protecting the privacy, confidentiality, and integrity of personal and institutional data entrusted to it. This policy outlines the principles, responsibilities, and measures that guide the collection, use, storage, and sharing of data in accordance with ethical standards and applicable data protection laws and regulations in Liberia and international best practices.

b) We recognize that personal information is a valuable asset and must be managed with care and respect to maintain the trust of students, staff, partners, and other stakeholders.

2. Purpose

a) This policy aims to:

- I. Safeguard personal, academic, and institutional data handled by Gonet Academy
- II. Ensure compliance with applicable data protection and privacy regulations
- III. Promote transparency in how data is collected, stored, processed, and shared
- IV. Establish clear roles and responsibilities for data handling within the institution
- V. Protect individuals' rights to privacy and control over their personal information

3. Scope

a) This policy applies to:

- All Gonet Academy staff, trainers, volunteers, and interns
- All students, alumni, and participants of training programs
- Contractors, partners, and vendors who process or access Gonet Academy data
- All forms of data, whether digital, printed, verbal, or recorded through electronic systems

4. Data Covered

a) The following types of data are protected under this policy:

- I. **Personal Information:** Full name, gender, contact details, national ID, academic and employment history, etc.



- II. **Academic Information:** Enrollment records, course results, attendance, and assessments.
- III. **Financial Data:** Payment records, scholarships, and sponsorship details.
- IV. **Administrative Data:** Staff files, performance records, and institutional reports.
- V. **Digital Data:** Emails, website activity, virtual learning platform data, and multimedia content.

5. Data Protection Principles

a) Gonet Academy adheres to the following principles in managing personal and institutional data:

- I. **Lawfulness, Fairness, and Transparency:** Data shall be collected and processed fairly and lawfully with the knowledge and consent of the individual.
- II. **Purpose Limitation:** Data will be used only for legitimate educational, administrative, or institutional purposes.
- III. **Data Minimization:** Only data relevant and necessary for the intended purpose will be collected.
- IV. **Accuracy:** Gonet Academy ensures that data is kept accurate and up to date.
- V. **Storage Limitation:** Data will be retained only for as long as necessary for the purpose collected.
- VI. **Integrity and Confidentiality:** Data shall be stored and processed securely to prevent unauthorized access, alteration, or loss.
- VII. **Accountability:** The institution takes responsibility for compliance with these principles.

6. Data Collection and Use

a) Gonet Academy collects personal data through:

- I. Enrollment forms, applications, and registration processes
- II. Learning platforms, attendance records, and evaluation systems
- III. Feedback forms, surveys, and assessments
- IV. Communication via email, WhatsApp, or official online channels

b) Data collected is used for:

- I. Admission and enrollment management.
- II. Academic delivery, certification, and alumni tracking
- III. Institutional reporting, planning, and improvement
- IV. Communication with students, staff, and partners



V. Compliance with legal, regulatory, and accreditation requirements

7. Data Storage and Security

- a) All data shall be stored securely in both physical and electronic forms.
 - I. **Physical Records:** Stored in locked cabinets or restricted offices
 - II. **Digital Records:** Stored on password-protected computers, cloud servers, or official institutional systems such as the Gonet Academy Virtual Learning Environment (GA-VLE), Gonet Information System (GIS), and Drive
 - III. Access to data is restricted based on roles and responsibilities
 - IV. Regular data backups and system audits are conducted to prevent data loss or breaches

8. Data Sharing and Disclosure

- a) Personal data may be shared only:
 - I. With the consent of the individual concerned
 - II. With authorized third parties (e.g., partner institutions, accreditation bodies) for legitimate academic or professional purposes
 - III. When required by law, government, or regulatory agencies
- b) Gonet Academy ensures that all third parties comply with data protection standards and confidentiality agreements.

9. Rights of Data Subjects

- a) All individuals whose data is processed by Gonet Academy have the right to:
 - I. Access their personal data held by the institution
 - II. Request correction of inaccurate or incomplete data
 - III. Request deletion or restriction of data where applicable
 - IV. Withdraw consent for data use (unless legally required to retain it)
 - V. Complain if they believe their data has been mishandled.

Requests should be made in writing to the **Administrator** via email at admin@gonetacademy.com.



10. Data Retention and Disposal

a) Data shall be retained only for as long as necessary to fulfill its purpose or to comply with legal, financial, or academic requirements. After the retention period, data shall be permanently deleted, shredded, or securely erased from digital systems.

11. Breach Management

a) In the event of a data breach (unauthorized access, disclosure, or loss), Gonet Academy shall:

- I. Immediately contain and assess the extent of the breach
- II. Notify affected individuals and relevant authorities where applicable
- III. Take corrective action and strengthen data protection systems
- IV. Document all breaches and lessons learned for institutional improvement

12. Roles and Responsibilities

- I. **Administrative Coordinator (AC):** Oversees compliance, advises staff, manages breach incidents, and handles data-related inquiries
- II. **Management:** Ensures adequate policies, resources, and oversight for compliance
- III. **Staff and Trainers:** Handle all student and institutional data responsibly and maintain confidentiality
- IV. **Students:** Provide accurate information and comply with institutional data handling protocols

13. Policy Awareness and Training

a) All staff, trainers, and relevant personnel shall receive orientation and periodic training on data protection and information security practices. The policy shall be shared during onboarding and published on the institution's website and internal platforms.

14. Review and Update

a) This policy shall be reviewed annually or as necessary to align with legal, technological, or institutional changes.

Effective Date: January 2025

Approved By: Management of Gonet Academy

Contact: Administrative Coordinator — info@gonetacademy.com