

Data Protection Policy at Global Nexus Institute

1. Introduction

Global Nexus Institute Ltd. (hereafter referred to as "the Institute") is committed to the protection of personal data in compliance with the **Rwandan Data Protection and Privacy Law** (Law No. 058/2021) and other relevant data protection regulations. This Data Protection Policy outlines how the Institute collects, processes, stores, and protects personal data to ensure privacy and security while delivering educational services.

2. Purpose of the Policy

This policy is designed to:

- Ensure that all personal data collected and processed by the Institute is done so in compliance with applicable laws and regulations.
- Safeguard the rights of data subjects (individuals whose data is collected) and maintain transparency in how their data is used.
- Guide the Institute's staff and partners on best practices for handling personal data.

3. Data Collection

The Institute collects personal data necessary for the following purposes:

- Providing educational services and issuing certificates
- Financial transactions related to tuition, scholarships, and other fees
- Communication with students and staff (e.g., course updates, announcements)
- Compliance with legal and regulatory obligations
- Academic records, including attendance, performance, and feedback

The personal data collected may include, but is not limited to:

- Name, contact details, and identification information (e.g., national ID, passport)
- Academic history and qualifications
- Financial details (e.g., payments, scholarships)
- Employment and professional information (for job readiness programs)
- Feedback and assessments

4. Use of Personal Data

The Institute uses personal data for the following purposes:

- To administer and deliver educational programs and services
- To process financial transactions (e.g., tuition, scholarships)
- To comply with legal and regulatory obligations, including tax, certification, and accreditation requirements
- To communicate with students and stakeholders regarding relevant updates, events, and opportunities
- For internal administrative purposes, such as reporting and research

5. Data Storage and Security

The Institute takes appropriate technical and organizational measures to protect personal data against unauthorized access, loss, or disclosure. These measures include:

- Secure storage of physical documents (e.g., locked cabinets)
- Encrypted digital storage and secure access controls
- Regular security audits and vulnerability assessments
- Role-based access to ensure that only authorized individuals can access personal data

6. Data Sharing and Third Parties

The Institute may share personal data with third parties only under the following conditions:

- With service providers (e.g., hosting providers, payment processors, email platforms) who assist in operating our programs and services, provided they meet similar data protection standards.
- With regulatory bodies, accrediting organizations, or government authorities as required by law or regulation.
- For academic collaboration or research, where consent is given and data is anonymized where necessary.

The Institute does not share personal data with third parties for marketing purposes unless explicit consent has been obtained from the data subject.

7. Data Retention

Personal data will only be retained for as long as necessary for the purposes for which it was collected, in compliance with legal and regulatory requirements. Once data is no longer needed, it will be securely deleted or anonymized.

8. Data Subject Rights

Under the **Rwandan Data Protection and Privacy Law**, individuals have the following rights:

- **Right to Access:** Data subjects can request access to their personal data held by the Institute.
- **Right to Rectification:** Data subjects can request corrections to inaccurate or incomplete personal data.

- **Right to Erasure:** Data subjects can request deletion of their data, subject to applicable legal exceptions.
- **Right to Restrict Processing:** Data subjects can request restriction of processing in certain circumstances.
- **Right to Object:** Data subjects can object to processing, including direct marketing.
- **Right to Data Portability:** Data subjects can request a copy of their data in a structured, commonly used format for transfer to another controller.

To exercise these rights, data subjects should contact the Institute's at **info@globalnexus.co.rw**.

9. Data Breach Management

In the event of a data breach, the Institute will take immediate and appropriate action to mitigate risks, including notifying affected individuals and relevant authorities, as required by the **Rwandan Data Protection and Privacy Law**. The Institute will cooperate with the Rwanda Information Society Authority (RISA) and other relevant bodies in reporting breaches as necessary.

10. Data Protection Officer (DPO)

The Institute is responsible for overseeing compliance with this policy and relevant laws. The GNI's role includes:

- Ensuring the Institute complies with data protection regulations
- Providing guidance on the processing of personal data
- Handling data subject requests and complaints
- Monitoring data protection practices and conducting audits

Contact Information:

Global Nexus Institute Ltd.

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11. Changes to the Policy

The Institute may update this Data Protection Policy from time to time to reflect changes in legal, regulatory, or operational requirements. Any changes will be communicated to relevant parties, and the updated policy will be available on the Institute's official website.

12. Contact Information

For any inquiries related to personal data processing or data protection concerns, please contact the Institute at the contact details provided below.

