



GDPR Policy

Effective Date: 21st March 2024

Revision Due Date: 20th March 2025

GDPR Compliance

At MCFM Global Academy, we are committed to protecting the privacy and confidentiality of personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws. The following policies and procedures outline our commitment to GDPR compliance:

1. Data Collection and Processing:

- a. We collect and process personal data only for specified and legitimate purposes, and we ensure that data processing is transparent and fair to the individuals concerned.
- b. Personal data is collected only with the consent of the individual, and individuals are informed of the purposes for which their data will be processed.

2. Data Security:

- a. We implement appropriate technical and organizational measures to ensure the security and confidentiality of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage.
- b. Access to personal data is restricted to authorized personnel only, and data is stored securely in accordance with our data retention policies.

3. Data Subject Rights:

- a. We respect the rights of data subjects, including the right to access, rectify, erase, restrict processing, and portability of personal data.
- b. Requests from data subjects to exercise their rights are promptly addressed and responded to in accordance with GDPR requirements.



4. Data Transfers:

- a. Personal data is transferred outside the European Economic Area (EEA) only with appropriate safeguards and in compliance with GDPR requirements for international data transfers.

5. Data Breach Notification:

- a. In the event of a personal data breach, we have procedures in place to promptly assess the breach, mitigate its impact, and notify the relevant supervisory authority and affected data subjects in accordance with GDPR requirements.

6. Data Protection Consultant (DPC):

- a. We appoint a Data Protection Consultant (DPC) responsible for overseeing GDPR compliance, providing advice on data protection matters, and serving as a point of contact for data subjects and supervisory authorities.

7. Training and Awareness:

- a. We provide regular training and awareness programs for employees involved in the processing of personal data to ensure understanding of GDPR principles and compliance requirements.



8. Policy Review and Updates:

- a. This GDPR policy is subject to periodic review and updates to ensure ongoing compliance with changes in GDPR regulations and best practices in data protection.

All employees, contractors, and third-party service providers are expected to comply with this GDPR policy and adhere to the principles and requirements outlined herein.

Maxcene Crowe

CEO, MCFM Global Academy