

Privacy & Data Protection Policy

VERSION	EXPIRY DATE	REVIEWED BY
1	September 30, 2027	Mr. Hasan Ali

Al Mashreq Training is committed to protecting the privacy, confidentiality and security of the personal information entrusted to us. We process personal data in accordance with applicable laws and regulations in the Kingdom of Bahrain, including **Law No. 30 of 2018 with Respect to Personal Data Protection (PDPL)**.

Information We Collect

Al Mashreq Training may collect personal information from students, candidates, employees, trainers, clients, suppliers and other individuals who interact with us. Depending on the service provided, this may include identification and contact details, course registration information, attendance records, assessment and examination results, certification records, employment information, payment and invoicing information, and other information required for legitimate training and administrative purposes.

Where necessary, we may also process sensitive personal information subject to the requirements and safeguards established by applicable law. Bahrain's PDPL places specific restrictions on processing sensitive personal data.

How We Use Personal Information

We may process personal information for purposes including:

- Course enquiries, registration and enrolment;
- Candidate identification and verification;
- Training administration and attendance;
- Examinations, assessments and assignments;
- Issuing and verifying certificates;
- Registration with awarding bodies, examination bodies and accreditation organisations;
- Communication with students, employers and corporate clients;
- Quality assurance and regulatory compliance;
- Financial administration and invoicing;
- Health, safety and emergency purposes where appropriate; and
- Other legitimate operational and contractual purposes associated with providing our training services.

Individuals should be informed about the purposes for which their information is being processed and, where relevant, the recipients or categories of recipients.

Sharing of Personal Information

Where necessary for the delivery and certification of training, Al Mashreq Training may share relevant personal information with **awarding bodies, examination organisations, accreditation bodies, regulatory authorities, government entities, approved service providers and corporate clients**, subject to applicable legal and confidentiality requirements.

We do not disclose personal information to unauthorized third parties. Our existing policy similarly requires staff to keep personal information secure and prohibits unauthorized disclosure. AETC Data Protection Policy

Data Security and Confidentiality

Al Mashreq Training takes appropriate administrative, organisational and technical measures to protect personal information against unauthorized access, disclosure, alteration, misuse, accidental loss or destruction.

Employees and other authorized persons who have access to personal information are required to maintain its confidentiality and use it only for authorized purposes.

Your Rights

Subject to applicable law, individuals may have the right to:

- Request information about personal data held about them;
- Request access to their personal information;
- Request correction of inaccurate, incomplete or outdated information;
- Request blocking or erasure of information where legally applicable;
- Object to certain processing of their personal information; and
- Withdraw consent where processing is based upon consent.

Bahrain's PDPL specifically provides rights relating to notification and access, objection, and requests for correction, blocking or erasure of personal information.

Consent

Where consent is required by law, Al Mashreq Training will seek appropriate consent before processing personal information. Under Bahrain's PDPL, valid consent must meet specified requirements, and individuals may withdraw consent in accordance with the applicable procedures.

Data Retention

Personal information will be retained only for as long as reasonably necessary to fulfil the purposes for which it was collected and to meet applicable legal, regulatory, academic, accreditation and certification requirements.

Certain learner and certification records may need to be retained for extended periods to support certificate verification and regulatory or awarding-body requirements. The existing Al Mashreq policy, for example, specifies a **10-year post-graduation retention period** for certain student and examination records. AETC

International Transfer of Data

Some of our awarding bodies, certification organisations, examination providers or technology/service providers may operate outside the Kingdom of Bahrain. Where personal information is transferred internationally, Al Mashreq Training will take appropriate measures to ensure that such transfers comply with applicable Bahrain data protection requirements. Bahrain's PDPL contains specific provisions governing international transfers of personal information. [LLOC](#)

Website and Electronic Services

Information submitted through our website, online registration systems, learning platforms, email communications or other electronic services will be handled in accordance with this Privacy & Data Protection Policy and applicable law.

Data Protection Responsibility

Responsibility for implementing and maintaining Al Mashreq Training's data protection arrangements rests with management, supported by designated personnel responsible for the appropriate handling and protection of personal information.

Our existing policy assigns day-to-day responsibilities to designated data controllers and ultimate responsibility for implementation to the Managing Director. AETC Data Protection Policy

Contact Us

For questions, requests or concerns regarding your personal information or this Privacy & Data Protection Policy, please contact:

Al Mashreq Training

Kingdom of Bahrain

Email: info@almashreqbh.com

Website: www.almashreqbh.com

Tel: +973 17140144

Policy Review

Al Mashreq Training will periodically review and update this Privacy & Data Protection Policy to reflect changes in legislation, regulatory requirements, technology and our business operations.