



King's Business School Data Protection Policy

1. Introduction

King's Business School (KBS) is committed to safeguarding the privacy and personal data of all stakeholders, including students, staff, faculty members, institutional partners, and affiliated service providers. This Data Protection and Privacy Policy outlines the measures taken by KBS to ensure the confidentiality, integrity, and appropriate use of personal data in accordance with applicable data protection laws in the United Arab Emirates (UAE) and international best practices.

2. Scope

This policy applies to all personal data collected, processed, stored, or managed by KBS in relation to its educational, administrative, operational, and partnership functions. It covers all data subjects engaged with KBS, including learners, alumni, employees, contractors, academic collaborators, and prospective applicants.

3. Collection and Use of Personal Data

3.1. KBS collects personal data for legitimate academic and operational purposes, including admissions, programme delivery, student support, partnership management, marketing

3.2. The data collected may include, but is not limited to, names, contact details, identification information, academic and professional qualifications, employment history, and financial records.

3.3. Personal data is used only for the purposes stated at the time of collection or for related legitimate institutional functions.

4. Confidentiality and Security

4.1. KBS employs appropriate technical and organisational measures to ensure the

4.2. Access to personal data is limited to authorised personnel and partners who require such information to fulfil their responsibilities and is subject to confidentiality agreements and professional conduct obligations.

5. Disclosure of Personal Data

5.1. KBS does not disclose personal data to external parties without the explicit consent of the data subject, unless required by law or necessary for the execution of contractual or

5.2. Where data is shared with partner universities, awarding bodies, or service providers, KBS ensures that suitable data protection measures and contractual safeguards are in place.

6. Data Retention and Disposal

6.1. Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected, or as required by law and accrediting bodies

6.2. Data no longer required is securely disposed of or anonymised to prevent any unauthorised access or misuse.

7. Data Subject Rights

7.1. Data subjects have the right to access, correct, or request deletion of their personal data held by KBS. They may also request limitations on how their data is processed or raise objections, subject to applicable regulations.

7.2. All such requests should be directed to the designated data protection contact at KBS using the contact information provided below.

8. Compliance and Review

8.1. KBS is committed to ongoing compliance with UAE data protection regulations and internationally recognised standards.

8.2. The institution regularly reviews its data protection practices and policies to ensure alignment with evolving legal and operational requirements.

8.3. All staff and faculty involved in the handling of personal data are required to familiarise themselves with this policy and uphold its principles.

9. Contact Information

For questions or concerns regarding data protection at King's Business School, please contact:

1. info@kingsedu.ac
2. King's Business School, Sharjah Research Technology & Innovation Park, C04-15-16, Wing C, 4th Floor, University City, Sharjah, United Arab Emirates

10. Policy Updates

10.1. This Data Protection and Privacy Policy may be revised periodically to reflect changes in legal requirements, institutional practices, or emerging technologies. All updates will be communicated to relevant stakeholders and published on the KBS website.