



معهد آركس الدولي للتدريب  
ARX International Training Institute

# Privacy and Data Protection Policy

**ARX ITI CD POL 02**

|                                |               |
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| Approved by: Meshari Binhameed | Date: 31/8/25 |
| Signature:                     |               |

The Procedure owner shall ensure that this ARX ITI CD POL 02 is properly maintained and updated while in his possession. No portion or part of this Procedure shall be copied or made available to persons or any other organization unless written permission is obtained from the MD or his delegates. He shall return this Procedure to the Admissions and Registration Department whenever demanded or prior to leaving ARX.



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**DEPARTMENT:**  
Curriculum Department

**DOCUMENT NUMBER / VERSION NUMBER:**  
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Privacy and Data Protection Policy

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## 1. Purpose of This Document

ARX International Training Institute (ARX) is committed to safeguarding the confidentiality, integrity, and availability of all personal data processed in the e-learning environment. The organisation complies with the Saudi Personal Data Protection Law (PDPL) and applies international best practices for data protection.

## 2. Scope of This Document

This policy applies to all staff, instructors, learners, trainees, and third parties handling ARX data.

## 3. Definitions & Abbreviations

| Terminology             | Definition                                                                                                                         |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| The Company             | Arx Aerospace                                                                                                                      |
| The/This Procedure      | The/This Finance Department.                                                                                                       |
| The Policy Owner        | The Curriculum Department                                                                                                          |
| Board                   | The Board of Directors of The Company.                                                                                             |
| Chairman                | Chairman of the Board.                                                                                                             |
| Delegation of Authority | A guideline for the administrative and financial powers approved by the Board.                                                     |
| Budget                  | The Company's annual budget.                                                                                                       |
| BoD                     | Board of Directors                                                                                                                 |
| MD                      | Managing Director                                                                                                                  |
| CEO                     | Chief Executive Officer                                                                                                            |
| CFO                     | Chief Financial Officer                                                                                                            |
| ARXii                   | ARX International Institute                                                                                                        |
| Trainee                 | Any individual enrolled in a course, program, or workshop at ARX International Institute.                                          |
| Instructor              | The authorised trainer or course leader responsible for delivering course content and managing classroom activities.               |
| Confidential Data       | Any personal or attendance-related information about trainees that must be protected under the Institute's Data Management Policy. |
| LMS                     | Learning Management System                                                                                                         |
| PDPL                    | Personal Data Protection Law of Saudi Arabia.                                                                                      |
| DPO                     | Data Protection Officer.                                                                                                           |
| LMS                     | Learning Management System.                                                                                                        |



#### 4. Related Documentation and Forms

- N/A

#### 5. Roles & Responsibilities

**5.1 LMS Administrators:** Oversees compliance with PDPL, monitors processing activities, and responds to data subject requests.

**5.2 Instructors/Trainers:** Handle only data necessary for course delivery.

**5.3 Learners/Trainees:** Provide accurate personal information and respect the privacy of others.

#### 6. Policy

7. **Types of Data Collected:** Personal identifiers, academic records, technical data, and communications.

**Purpose & Legal Basis:** Data is collected for enrolment, training delivery, accreditation, and service improvement.

**Retention:** Academic records retained indefinitely unless otherwise required by law; logs retained for three years.

**Access & Sharing:** Restricted to authorised personnel; may be shared with service providers (e.g., D2L, Microsoft) and regulators (e.g., NELC, GACA).

**Data Subject Rights:** Users may request access, correction, or deletion of their personal data, subject to ARX's legal obligations.

**Compliance** – The application of the policy will broadly comply with the Saudi *Personal Data Protection Law (PDPL)*.

#### 8. Record Keeping

All records related to trainee's attendance are accurately recorded on LMS.