

## **Document Retention and Secure Storage Policy**

We, at East Bridge University, retain student records for providing lifelong assistance, and have designated teams for the proper maintenance of the records. All our records are maintained as per the rules and procedures outlined in this policy.

### **Collection and Retention of Data**

A significant portion of the assessment process involves gathering learner data, and to prevent any potential problems, advanced planning, and precautions are taken. For easy access, data and supporting documentation about the students, the courses they have taken, evaluation standards, assignment access, student input, etc., are gathered and compiled. All of this data is, safely kept in the Learning Management System (LMS), which is run by the institution.

### **Storage of Data**

A variety of data are generated during the assessment process, including learner records, assignments, rubrics, assessor feedback, documentation of a sample of students' work, assessment records, emails, and any other official correspondence on academic appeals, complaints, etc. Numerous processes and procedures produce vast amounts of data, which the institution responsibly manages while safeguarding and maintaining the confidentiality of the data in question.

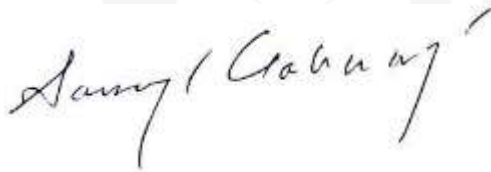
### **Data Protection**

East Bridge University protects data collected or gathered through its services as per the regulations applicable in the provisions of the French “Data Protection and Civil Liberties” Act of 6 January 1978 as amended and the General Data Protection Regulation (EU Regulation 2016/679) (“GDPR”).

The collection and processing of Personal Data carried out by East Bridge University are done within proper guidelines and regulations. The rights of the data subjects to access, amend, and remove their personal data, as well as to restrict and object to its processing and its portability, are all available to them at any time.

Our Data Protection Policy comprises the following principles which are strictly adhered to by our organisation:

- The Personal Data is kept in an appropriate and relevant manner and is limited to what is necessary for the purposes for which it is processed.
- The Personal Data is accurate and kept up to date, and all reasonable steps are taken to ensure that inaccurate data, concerning the purposes for which it is processed, is erased or rectified without delay.
- The Personal Data is collected for specific, explicit, and legitimate purposes and is not subsequently processed in a manner that is incompatible with those purposes.



**President  
East Bridge University**

