Data Protection Policy

Amsterdam HSE International Academy (AHIA) — learner and quality policy

Organisation	Amsterdam HSE International Academy (AHIA), legal entity Dienstverlening AB B.V.
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Version / issued	1.1 / 28 November 2026 (first issued 1 October 2026)
Next review	October 2027, or sooner after a change in law, awarding body rules or a serious incident

1. Purpose and scope

AHIA handles personal data lawfully, fairly and securely, in line with the EU General Data Protection Regulation (GDPR) and the Dutch GDPR Implementation Act (UAVG).

This policy applies to all staff, trainers, associates, invigilators and learners of AHIA, for online, classroom and in-company courses, including qualifications certified by the awarding bodies AHIA works with.

2. What data and why

- **Data collected:** name, contact details, date of birth, ID copy, photo, qualifications, CV, attendance, assessment results and payment details, only as needed.
- **Purposes:** enrolling learners, delivering courses, submitting results to awarding bodies, issuing and verifying certificates, and meeting legal and tax duties.
- **Lawful basis:** performance of the learner contract, legal obligations, and consent where required (for example marketing).

3. Sharing, security and retention

- Data is shared only with the awarding body for the learner's qualification and service providers needed for delivery, under appropriate agreements, and is never sold.
- Data is stored in password-protected Microsoft 365 and learning platform accounts with two-step sign-in, and access is limited to staff who need it.
- Learner records are kept for at least 3 years, or longer where the awarding body or Dutch tax law requires, then securely deleted.
- Online sessions are recorded only with notice to learners and used only for training and quality assurance.

4. Rights and breaches

Learners can ask to see, correct, delete or receive a copy of their data by emailing hans@ahia.nl. AHIA answers within 1 month. A data breach is reported to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens) within 72 hours when required, and to the people affected.

5. Responsibility and review

The Head of Centre owns this policy, makes sure every trainer and staff member has read it, publishes it to learners on www.ahia.nl, and reviews it every 12 months.

6. Approval

Name	Johannes (Hans) Schellevis
Position	CEO and Head of Centre
Status	Approved. Signed original held on file at AHIA.
Date	28 November 2026