



Data Retention Policy

This policy applies to World Green Hub community and all entities affiliated with World Green Hub Ltd., including Aile School

2024-2025

Date of next formal review, Sept 2025

Approved by

Mr. Ahmed Kazzaz, Founder and Director of World Green Hub Ltd.

Dr. Farah Dheyab, Person of Significant Control and Aile School's Founder

Mr. Mohammed Al-Hashimi, Aile School Chairperson of The Governing Body

World Green Hub Philosophy

Unleashing Potential in a Sustainable World...

World Green Hub Ltd. is a learning provider organization deeply integrated with green hubs worldwide, World Green Hub educational philosophy is driven by a commitment to develop responsible, informed, and active Earth stewards, who will lead with empathy, innovate with purpose, and navigate the complexities of life with an unwavering ethical compass. In doing so, World Green Hub serves as a beacon of progressive education for a sustainable and inclusive world.

Vision: A future where education transcends boundaries and transforms lives, driven by the innovative hybrid approach that challenges conventional paradigms, fostering a global community of empowered and socially and environmentally conscious individuals.

Mission: World Green Hub has the mission to forge an educational environment that not only responds to the unique needs of the present and future generations but also empowers students to flourish in a world marked by continual change and innovation.

Belief: World Green Hub centers around the creator and sustainer of the universe. This fundamental belief sets World Green Hub goals and guides its actions, fostering responsibility towards the environment and humanity. It inspires World Green Hub to uphold values of compassion, empathy, and integrity in all aspects of education and community life.

Aim: World Green Hub aims to deliver an extraordinary and enriching educational experience by leveraging technology and artificial intelligence to emulate the education of the future. World Green Hub's vision centers on adaptive learning, empowering students to excel, innovate, and contribute to a more sustainable world.

As World Green Hub Ltd. continues to thrive as a premier learning provider, it is imperative to establish a robust data retention policy to ensure the integrity, security, and efficiency of our platforms. Rooted in our commitment to facilitating global education and sustainable learning, this policy serves as a cornerstone in safeguarding the wealth of information shared within our platform community, while also respecting the privacy and confidentiality of our users. Our data retention framework is designed to not only comply with legal standards but to also uphold the trust and confidence placed in us by our valued stakeholders.

1. Introduction

World Green Hub Ltd. commits itself to maintaining meticulous records and a well-organized record management system. During this process, we take these essential factors into account:

- **Efficiency and Effectiveness:** We prioritize the most efficient and effective methods for storing records and information, ensuring seamless access and utilization within our platform ecosystem.
- **Confidentiality:** Acknowledging the confidential nature of the data entrusted to us by our community members, we uphold stringent measures to safeguard sensitive information.
- **Security:** We maintain robust systems and protocols to ensure the security of our record systems, safeguarding against unauthorized access or breaches.
- **Privacy and Disclosure:** Respecting the privacy rights of our users, we adhere to strict guidelines regarding the disclosure of information, prioritizing transparency and informed consent.
- **Accessibility:** While prioritizing security and confidentiality, we also ensure that necessary records remain accessible for authorized purposes, facilitating efficient operations and compliance requirements.

This policy serves as a guiding framework for our record-keeping practices, reflecting both the requirements of current legislation and the best practices within our industry. While not forming part of any employment contract, it embodies our commitment to excellence and continual improvement. Any amendments or updates to this policy will be promptly communicated to all stakeholders, reflecting our dedication to transparency and accountability.

2. Data Protection Directive

Our directive delineates the standard duration for the retention of information pertaining to employees and users, after which it will be securely eliminated in accordance with General Data Protection Regulation (GDPR) and Freedom of Information Act 2000 requirements.

We process and retain data to ensure smooth school and networking operations, and our Data Protection Policy details our commitments and responsibilities under GDPR.

3. Retention Timeline

Documents, whether in print or electronic form, shall be preserved for a minimum duration as specified in the retention timetable below. World Green Hub Ltd. will strictly observe the listed standard retention periods for different types of records within this timeline. The Senior Management Team in cooperation with Senior Leadership Team will conduct periodic audits of both the physical and digital records.

These retention periods are designed to ensure the appropriate management of records related to employees and users activity, aligning with legal requirements and organizational needs:

Record Type	Retention Period
Student Enrollment Data	7 years after graduation or departure
Special Education Needs (SEN) Files	5 years after student exits the school or reaches the age of 25 (whichever comes later)
Employee Personnel Files	6 years after termination of employment
Financial Records	7 years after the end of the fiscal year
Attendance Records	3 years from the end of the academic year
Curriculum Materials	6 years after the end of the academic year
Incident Reports	7 years from the date of incident
Communications Data	6 months to 2 years, depending on the nature of communication might extend further,
Network Logs	1 year from the date of creation
Student Assessments	5 years from the end of the academic year
IT System Backups	1 month after creation of backup
Parent Sign-up Information	2 years from account closure or last activity
Parent Activity Logs	2 years from the date of activity
Green Hubs Sign-up Information	7 years from account closure or last activity
Green Hubs Activity Logs	2 years from the date of activity
<u>Unsuccessful Applications</u>	1 year maximum from the date of activity

4. Procedure for Disposal of Records

Upon earmarking records for disposal, these records must be processed in a manner fitting their content. A pre-disposal review is essential to ascertain if circumstances warrant a deferral in destruction, such as pending legal actions or complaints.

Confidential papers and sensitive policy documents should be shredded before disposal whenever feasible. Non-sensitive paperwork can be entrusted to a certified wastepaper disposal service. Electronic records are to be erased from our systems.

We retain a comprehensive log of destroyed records, noting the details of the records and the authority behind their destruction, which includes:

- Unique identification or file reference.
- Detailed description or title of the file.
- The volume of destroyed files.
- The individual sanctioned the disposal process.

5. Archive Protocols

World Green Hub Ltd. shoulders the duty of preserving its documentation and ensuring the integrity of its record maintenance systems. World Green Hub Ltd. regards several critical considerations in fulfilling this duty:

- Implementing the most proficient and effective modalities for the archiving of records and data.
- Safeguarding the confidentiality of the archived materials.
- Fortifying the security systems in place for record preservation.
- Adhering to the standards of privacy and information disclosure.
- Guaranteeing prompt and straightforward access to the records.

6. Transforming Records to Alternative Formats

For records slated for extended storage, staff members might contemplate converting physical documents to alternative formats, such as digital or cloud-based

storage solutions. Important considerations for such a transfer include the longevity of the new medium and the possibility of data migration if needed.

7. Accountability and Vigilance

The Senior Management Team in collaboration with the Senior Leadership Team assume primary responsibility for applying this policy daily. The efficacy and compliance of the policy will be monitored by World Green Hub Ltd.'s Board of Directors, and any interpretation inquiries will be addressed.

Our internal review mechanisms and methodologies will routinely undergo audits to assure that they deliver effective outcomes in the initiation, maintenance, and deletion of records.

It is incumbent upon management at every echelon to guarantee their team's awareness and understanding of this policy, fostering an environment where adequate and frequent training on these protocols is the norm.

For any questions or further clarification regarding this policy process, please contact World Green Hub Ltd. at info@worldgreenhub.com, or call +447477205461.

This policy has been reviewed by The World Green Hub Ltd.'s Board of Directors and will take effect as of 7/2/2024.