

## MAS EDUCATION CENTER

No. 17 (A), Pan Hlaing Avenue, Pan Hlaing Street, Sanchaung Township,  
Yangon, Myanmar.

Phone : (95) 977 9922 385, 977 9922 386

Email : [info@mas-education.com](mailto:info@mas-education.com)

Website : [www.mas-education.com](http://www.mas-education.com)

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# MAS Education Center Data Protection Policy

Policy Number – MASP08

Effective Date – 01/01/2024

Last reviewed Date – 31/07/2024

Summary – How “MAS Education Center” protects data

## 1. Policy Statement

The purpose of this policy is how “MAS Education Center” protects data and compliance with relevant data protection laws.

## 2. Introduction

This Data Protection Policy outlines how “MAS Education Center” collects, uses, stores, and protects personal data of students, staff, and other stakeholders. The “MAS Education Center” is committed to complying with all relevant data protection laws and ensuring the confidentiality and security of personal information.

## 3. Scope

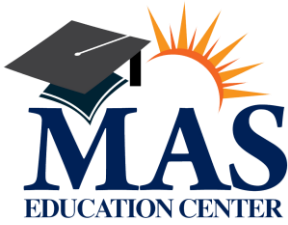
This policy applies to all personal data processed by the “MAS Education Center”, including but not limited to data related to students, employees, alumni, and third parties.

## 4. Definitions

**Personal Data:** Any information relating to an identified or identifiable natural person.

**Processing:** Any operation performed on personal data, such as collection, storage, use, or disclosure.

**Data Subject:** The individual to whom the personal data belongs.



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### 5. Data Collection

The “MAS Education Center” collects personal data only for specified, explicit, and legitimate purposes, such as:

- Enrollment and student administration
- Academic and professional development
- Staff management
- Marketing and alumni relations

### 6. Legal Basis for Processing

The “MAS Education Center” processes personal data based on the following legal bases:

- Consent of the data subject
- Performance of a contract
- Compliance with a legal obligation
- Protection of vital interests
- Legitimate interests of the MAS Education Center

### 7. Data Subject Rights

Data subjects have the following rights:

- Right to Access: Request access to their personal data.
- Right to Rectification: Request correction of inaccurate or incomplete data.
- Right to Erasure: Request deletion of their personal data in certain circumstances.
- Right to Restrict Processing: Request restriction of processing under certain conditions.
- Right to Data Portability: Request transfer of their data to another organization.
- Right to Object: Object to processing based on legitimate interests or direct marketing.



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### 8. Data Security

The “MAS Education Center” implements appropriate technical and organizational measures to protect personal data against unauthorized access, accidental loss, destruction, or damage.

### 9. Data Retention

Personal data is retained only for as long as necessary to fulfill the purpose for which it was collected or as required by law.

### 10. Third – Party Processing

The “MAS Education Center” may share personal data with third-party service providers under strict contractual terms ensuring data protection standards are met.

### 11. Data Breach Notification

In the event of a data breach, the School will promptly notify affected individuals and relevant authorities as required by law.

### 12. Policy Review and Updates

This policy is reviewed regularly and updated as necessary to ensure continued compliance with data protection laws.