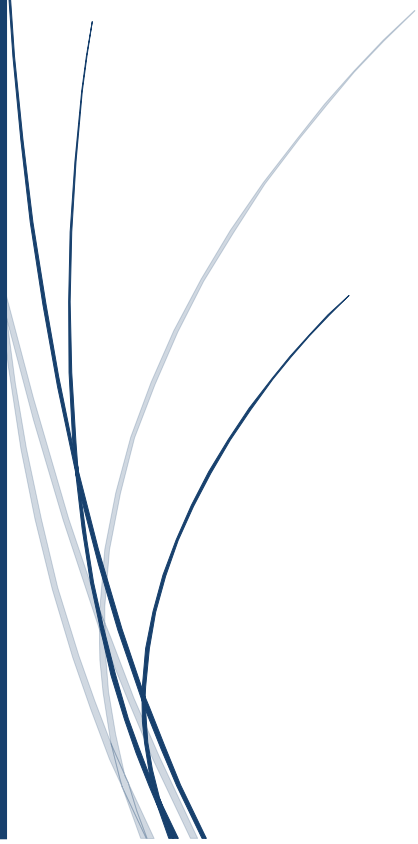
KDC Compliance Policy

Kush Digital College



Quality Assurance & Development Department
Kush digital college

Document Title	KDC Compliance Policy
Scope (applies to)	All IT systems and operations at KDC.
Document Author (Dept)	IT and Compliance Department
Approving Body	Data Protection and Compliance Committee
Date of Approval	[Insert Approval Date]
Date of Implementation	[Insert Implementation Date]
Responsibility for Implementation	Compliance Team
Date of Review	[Insert Review Date]
Date of Next Review	Every 3 years unless otherwise required
Information Classification	Internal Use Only
Public Access Online	NO
Public Access on Request by Mail	YES
Current Version Number	1.0
Key Terms	GDPR, Cybersecurity, Accessibility Compliance
Latest Version Found at	kdc.edu.uk/policy-7

1. TITLE OF POLICY: KDC Compliance Policy

2. PURPOSE AND SCOPE OF POLICY

The KDC Compliance Policy sets the framework for ensuring that all IT operations adhere to UK and international regulations governing data protection, cybersecurity, and accessibility. This policy underlines KDC's commitment to maintaining compliance with critical standards such as GDPR, NCSC guidelines, Cyber Essentials, and the Public Sector Bodies Accessibility Regulations 2018.

2.1 Purpose

To establish a structured approach for regulatory compliance within KDC's IT systems, protecting data integrity, user privacy, and ensuring accessibility for all users.

2.2 Scope

This policy applies to all KDC IT systems, networks, and digital services, covering compliance with data protection, cybersecurity, and accessibility requirements.

3. DEFINITIONS

- **GDPR:** General Data Protection Regulation, which governs data protection and privacy for individuals within the UK and EU.
- **NCSC:** National Cyber Security Centre, which provides cybersecurity guidance and standards.
- **Cyber Essentials:** A UK government-backed scheme for cybersecurity certification.
- **Accessibility Compliance:** Adherence to the Public Sector Bodies Accessibility Regulations 2018, ensuring digital accessibility for all users, including those with disabilities.

4. POLICY STATEMENT

KDC is dedicated to upholding the highest standards in data protection, cybersecurity, and accessibility. This policy ensures that all IT systems and services operate in compliance with applicable laws, protecting KDC's data, systems, and stakeholders while maintaining user accessibility.

5. ROLES AND RESPONSIBILITIES

- **Compliance Team:** Responsible for monitoring, auditing, and enforcing compliance across KDC's IT infrastructure and services.
- **IT Department:** Charged with implementing technical measures and solutions to ensure compliance with data protection, cybersecurity standards, and accessibility requirements.
- **Data Protection Officer (DPO):** Oversees GDPR compliance, addresses data protection concerns, and manages data subject requests.

6. POLICY STANDARDS AND PROCEDURES

- **Compliance Audits:** Conduct regular audits to evaluate adherence to GDPR, Cyber Essentials, and accessibility regulations.
- **Cybersecurity Measures:** Implement cybersecurity measures according to Cyber Essentials and NCSC guidelines to protect KDC's digital infrastructure.
- **Data Protection Protocols:** Ensure data handling and processing align with GDPR requirements, including secure data storage, processing, and transfer.
- **Accessibility Standards:** Ensure all digital content, platforms, and IT services are compliant with the Public Sector Bodies Accessibility Regulations 2018.

7. COMPLIANCE AND MONITORING

The Compliance Team conducts periodic compliance audits and collaborates with the IT Department to track adherence to relevant regulations. Monitoring includes evaluating data protection measures, cybersecurity standards, and accessibility features.

8. APPEALS AND EXCEPTIONS

Requests for exceptions to compliance requirements must be submitted in writing to the Data Protection and Compliance Committee, detailing justification and proposed risk mitigation measures.

9. REVIEW AND REVISION

This policy is reviewed every three years or sooner if changes in regulations necessitate. Revisions address updates to regulatory requirements or identified gaps in compliance.

10. FORMS/INSTRUCTIONS/RELATED DOCUMENTS

- **Data Protection Compliance Checklist**
- **Cybersecurity Incident Response Plan**
- **Accessibility Compliance Assessment Form**

11. CONTACT INFORMATION

For inquiries regarding compliance, please contact:

- **Compliance Team:** compliance@kdc.edu.uk
- **IT Department:** it@kdc.edu.uk

12. REFERENCES AND RESOURCES

- **GDPR Compliance Guidelines**
- **NCSC Cybersecurity Framework**
- **Public Sector Bodies Accessibility Regulations 2018**

13. APPROVAL AND REVISION HISTORY

- **Approval Date:** [Insert Approval Date]
- **Approved By:** Data Protection and Compliance Committee
- **Next Review Date:** [Insert Review Date]
- **Revision History:** None; Initial Version

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