

Data Protection & GDPR Policy

Overview

The General Data Protection Regulation (GDPR) (2018) and Data Protection Act (2018) applies to every business that collects, stores and uses personal data relating to customers, staff or other individuals.

Goole Training collects and uses certain basic information about customers as part of the company operations. This includes names addresses and dates of birth as required for course registration or registration in line with awarding and accredited bodies' regulations.

Goole Training is registered with the Information Commissioner's Office (ICO) to process personal data. As a registered body, we determine the purposes for which, and the manner in which, personal data is to be processed.

What we will do

Goole Training will collect the minimum amount of personal data which is processed in accordance with the rights of data subjects under the Data Protection Act (DPA). This includes obtaining consent from that individual who is made aware of the purpose of data collection.

In the case of data deemed to be sensitive (such as, but not limited to gender, ethnic origin, and special needs) Goole Training will process this data only if reasonable adjustments are required.

Goole Training will obtain data only for specified and lawful purposes and shall only process data compatible with those purposes for which it was obtained and for which the individual has agreed.

Goole Training will review data that is collected and the purposes for which data is collected.

The person to whom the data relates can withdraw their consent at any time by notifying us in writing and can request deletion of their data.

Goole Training will ensure the data collected is adequate, relevant and of appropriate quality and not excessive in relation to the purpose for which it is processed.

Goole Training will ensure data is kept securely and is retained for the minimum period required for the specified purpose. Any hard copy data will be stored in locked cabinets. This is reviewed annually and information no longer required is shredded. Achievement data is retained for the purposes of reporting to the regulatory authorities as required.

All computer systems that store personal data are secure and password protected making them available only to staff that need to use them.

All data is backed up securely.

Requests for Data

An individual is entitled to be told if data is being processed about him/her and provided with the data and information held and the data source.

Goole Training will provide information where:-

- Request is made in writing.
- The identity of the applicant can be established.
- We are able to locate the data requested.

Data will be provided within 20 calendar days

Controls on data

Appropriate technical, procedural and organisational security are in place to safeguard personal information.

All staff involved in managing and handling personal information understand that they are responsible for following data protection practice.

This policy is reviewed regularly and updated annually or as and when required.