

General Data Protection Regulation Policy

This document includes:

1	Policy Statement
2	What data do we collect?
3	Data retention
4	Your data protection rights
5	Data security
6	Changes to this policy
7	Contact us
8	Complaints

> 1. Policy Statement

This Data Protection Policy outlines how [Your Training Provider Name] (referred to as "we", "us", or "our" in this policy) collects, uses, stores, and protects the personal data of our trainees and other individuals we interact with. This policy is compliant with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Data Protection Act 2018 (DPA 2018).

> 2. What data do we collect?

We may collect and process the following personal data about you:

- > Identification and contact information: Name, address, email address, phone number, next of kin details (if required for training purposes)
- > Demographic information: Date of birth, gender (optional)
- > Training information: Course enrolment details, attendance records, assessment results, qualifications obtained
- > Employment information: (if applicable) Company name, job title (for employer-sponsored training)
- > How do we use your data?

We use your personal data for the following legitimate purposes:

- > To process your training enrolment and course registration.
- > To deliver and manage your training program effectively.
- > To communicate with you about course updates, progress reports, and relevant training materials.
- > To comply with legal and regulatory requirements related to training programs.
- > To improve our training provision and services (where applicable, based on anonymised data).
- > Legal basis for processing your data

We rely on the following legal bases to process your personal data:

- > Contract: When you enrol in a training course with us, we need to process your data to fulfill our contractual obligations to you.
- > Legal obligation: We may need to process your data to comply with legal or regulatory requirements, such as record-keeping for tax purposes.
- > Legitimate interest: We may use your data for our legitimate interests, such as sending you marketing materials about relevant future training programs (you can opt-out of this at any time).
- > Consent: In some cases, we may ask for your explicit consent to process your data for a specific purpose, such as using your course feedback for promotional purposes.

> 3. Data retention

We will retain your personal data for as long as necessary to fulfill the purposes for which it was collected. Data retention periods will be determined based on the following criteria:

- > The purposes for which the data was collected.
- > Legal and regulatory requirements.
- > Tax and accounting purposes.
- > Best practices for data security.
- > Once your data is no longer required, we will securely delete or anonymise it.

> **4. Your data protection rights**

Under the GDPR and DPA 2018, you have a number of rights regarding your personal data:

- > **Right to access:** You have the right to request a copy of the personal data we hold about you.
- > **Right to rectification:** You have the right to request that we rectify any inaccurate or incomplete personal data we hold about you.
- > **Right to erasure:** You have the right to request that we erase your personal data, unless we have a compelling legitimate reason to continue processing it.
- > **Right to restrict processing:** You have the right to request that we restrict the processing of your personal data.
- > **Right to data portability:** You have the right to request that we transfer your personal data to another organisation.
- > **Right to object:** You have the right to object to the processing of your personal data for marketing purposes.

How to exercise your data protection rights:

You can exercise your data protection rights by contacting our Data Protection Officer (DPO) using the details below:

Data Protection Officer			
Name	Diane Jones	Position	Business Development Manager
E-mail	Diane.Jones@trainingwithpride.com	DPO Date	21/03/2024

> **5. Data security**

We take data security seriously and have implemented appropriate technical and organisational measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction. This includes regular security audits, staff training, and secure IT systems.

> **6. Changes to this policy**

We may update this policy from time to time to reflect changes in the law or our data handling practices. We will notify you of any significant changes.

> **7. Contact us**

If you have any questions about this policy or how we handle your personal data, please contact us using the details above.

> **8. Complaints**

If you have a complaint about how we have handled your personal data, you can contact the Information Commissioner's Office (ICO): **Website:** <https://ico.org.uk/> **Telephone:** 0303 123 1113

Version Control	
Policy Version	Policy Established Date
1.0	01/06/2023
Policy Last Reviewed Date	Next Policy Review Date
01/06/2024	01/06/2024