

# **DATA PROTECTION POLICY**

## **Purpose**

Rapid Results Training needs to keep information about its learners, employees and clients to monitor its performance. It also needs to process information to recruit and pay staff, organise courses, and complete examination registrations. It must comply with legal obligations around health and safety, funding, awarding bodies and government. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Rapid Results Training, therefore, must follow Data Protection Principles, which are set out in the 1998 Data Protection Act.

## **Policy**

Personal data must be:

- Collected and used fairly and lawfully.
- Only used to the purpose it was collected for.
- Relevant and not excessive for those purposes.
- Accurate and kept up-to-date.
- Kept for no longer than is necessary.
- Used in accordance with the data subject's rights.
- Kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

## **Employees**

Rapid Results Training and its staff must adhere to these policies at all times. This policy does not form part of the formal contract of employment, but it is a condition of employment that employees abide by Rapid Results Training's rules and policies. Any member of staff, who considers that the policy has not been followed in respect of personal data about themselves, should raise the matter with the Director (designated Data Protection Controller). If the matter is not resolved it should be raised as a formal grievance. **Failure to follow the Data Protection Policy can result in disciplinary proceedings.**

Staff are responsible for:

- Ensuring information they give to Rapid Results Training in connection with their employment is accurate and up-to-date.
- Informing Rapid Results Training of any changes to this information (e.g. change of address).
- Informing Rapid Results Training of any errors in information relating to their employment.

When, as part of their responsibilities, staff collect information about others (e.g. student's course work, opinions about ability, references to other academic institutions, or details of personal circumstances) they must comply with the staff guidelines.

## **Data Security**

Staff are responsible for ensuring that personal data they hold is stored securely. For example:

- Kept in a locked filing cabinet, or
- In a locked drawer
- If it is computerised, be password protected, or
- Kept only on disk, which is itself kept securely
- Is not generally taken home. (Staff are responsible for the security of data they do take home).
- Personal information is not disclosed either orally or in writing to any unauthorised third party.
- Mobile devices used for work purposes are password protected.
- Work related data on personal devices is removed when no longer needed.

Unauthorised disclosure of data will usually be a disciplinary matter, and may be considered gross misconduct in some cases. It may also result in a personal liability for the individual staff member.

## **Learners**

Learners must ensure that all personal data provided to Rapid Results Training is accurate and up-to-date. They must tell their tutor/assessor of changes to their details (e.g. address).

## **Rights to Access Information**

Staff and learners have the right to access any personal data kept about them on computer or file. Any person who wishes to exercise this right should contact the Director (designated Data Protection Controller). Data requests should be made in writing. Rapid Results Training will make a charge of £10 on each occasion that access is requested. Rapid Results Training aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days.

## **Consent**

Rapid Results Training can sometimes only process personal data with the consent of the individual. Often, if the data is sensitive, consent must be obtained. Agreement to Rapid Results Training processing some types of personal data is a condition of acceptance of a learner onto a course, and a condition of employment for staff. This includes information about previous criminal convictions in accordance with the Rehabilitation of Offenders Act 1974.

Some jobs or courses will bring the applicants into contact with children, including young people between the ages of 16 and 18. Rapid Results Training has a duty under the Children Act 1989 and other enactments to ensure that staff are suitable for the job, and learners for the courses offered. Rapid Results Training also has a duty of care to all staff and learners, and must therefore ensure staff do not pose a threat or danger to others. Therefore, all prospective staff and learners will be asked to consent to their data being processed when an offer of employment is made or a course offered. Refusal may result in the offer being withdrawn.

## **The Data Controller and the Designated Data Controller**

Rapid Results Training as a corporate body is the Data Controller and is therefore ultimately responsible for implementation of the Data Protection Policy. However, the designated Data Protection Controller will deal with day-to-day matters. The Data Protection Controller is:

Calvin Turner

Director

E: calvin.turner@rapidresultstraining.co

M: 07469 805916

## **Examinations**

Learners are entitled to information about their marks for coursework and examinations as part of their tutorial support. However, this may take longer than other information to provide. Rapid Results Training may withhold certificates, accreditation or references if the full course fees have not been paid, or company equipment is not returned.

## **Retention of Data**

Rapid Results Training will keep some forms of information for longer than others. Data on learners, including any information on health, race or disciplinary matters, will be destroyed after ten years. Some information on academic achievements will be retained.

If you have any further questions or concerns about the interpretation or operation of this policy please contact the Director (designated Data Protection Controller).