

Milltech Training Ltd

DATA PROTECTION POLICY

Data Protection (GDPR) /Private Policy

The GDPR regulations came into force in May 2018 and superseded the Data Protection Act of March 2000. The purpose of the Act is to protect the rights and privacy of individuals, and to ensure that data about them are not processed without their knowledge and are processed with their consent wherever possible. The Act covers personal data relating to living individuals, and defines a category of sensitive personal data, which are subject to more stringent conditions on their processing than other personal data. Milltech Training Ltd is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data.

1. Scope of the policy

The Data Protection Act applies to electronic and paper records held in structured filing systems containing personal data, meaning data which relates to living individuals who can be identified from the data. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video clips or as sound recordings. Milltech Training Ltd collects a large amount of personal data every year including: staff records, learner records, names and addresses of those requesting prospectuses, examination marks, references as well as the many different types of research data used by Milltech Training Ltd.

2. Responsibilities

Data Protection means that the training provider must:

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them

Milltech Training Ltd has a legal responsibility to comply with the Act. The Senior Management Team member with overall responsibility for this policy is the Managing Director.

Milltech Training Ltd is required to notify the Information Commissioner of the processing of personal data, this is included in a public register. The public register of data controllers is available on the Information Commissioner's website.

The Managing Director is responsible for drawing up guidance on good data protection practice and promoting compliance with this guidance through advising staff on the creation, maintenance, storage and retention of their records, which contain personal information.

Every member of staff that holds information about identifiable living individuals has to comply with data protection in managing that information. Individuals can be liable for breaches of the Act.

3. Guidance

Guidance on the procedures necessary to comply with this policy are fully covered at the induction stage for both staff and learners.

4. Your Rights as an individual

Your rights as an individual are noticed and considered by Milltech Training Ltd and are followed according to the ICO. Please follow the link for further information

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>


5. Disposal

Milltech Training Ltd use an external data protection shredding company of which information is secured and retained in an identified and secured data protection “shreddit” bag, sealed and disposed by the external company thereafter. Further information can be found by following the link.

https://ico.org.uk/media/for-organisations/documents/1570/it_asset_disposal_for_organisations.pdf

Review

This procedure will be reviewed on an annual basis by the Quality Assurance Manager and the Managing Director Ltd

Date of Review	Actual Review Date	Print Name	Signed
5 th January 2021	5 th January 2021	M Clelland	
		S Bent	