

Archangel First Aid Training Ltd

Data Protection Policy

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1. Introduction

1.1 Archangel First Aid Training Ltd is committed to the rules of data protection and abiding by eight data protection principles. These are the principles that must be satisfied when obtaining, handling, processing, moving and the storage of personal data.

1.2 As an ITC First approved training centre, Archangel First Aid Training Ltd must collect and process information as required by ITC First awarding body and its regulators. Archangel First Aid Training Ltd is therefore considered the Data Controller and its course candidates and employees the Data Subjects.

2. The 8 Data Protection Principles

- a) Data must be obtained and processed fairly and lawfully.
- b) Data must be obtained for a specified and lawful purpose.
- c) Data must be adequate, relevant and not excessive for its collection purpose.
- d) Data must be accurate and kept up to date.
- e) Data must not be kept for longer than is necessary for its purpose.
- f) Data must be processed in accordance with the Data Subject's rights.
- g) Data must be kept safe from unauthorised access, accidental loss or destruction.
- h) Data must not be transferred to a country outside the European Economic Area.

3. Data Subjects Rights

- a) To know what information is held by Archangel First Aid Training Ltd about them and why.
- b) Know how to gain access to it.
- c) Know how to keep it up to date.
- d) Know what Archangel First Aid Training Ltd does to ensure compliance with its legal obligations.

4. Data Collection

Archangel First Aid Training Ltd collects data as part of the booking and registration process required for qualification delivery. Archangel First Aid Training Ltd collects and retains data as part of its Archangel First Aid Training Ltd administrative tasks.

5. Data Storage

Archangel First Aid Training Ltd will ensure that:

- a) Data is held securely such as password protected computer, locked cabinets/drawers, encrypted, computers have appropriate virus/data protection software appropriate to the business.
- b) Course registrations (which includes, name, address, contact details, ethnicity, signature) are removed from sight and access of other course candidates immediately after completion.
- c) Data is not disclosed or shared verbally or in writing to any unauthorised party.
- d) Archangel First Aid Training Ltd will download course candidate data to their part of the ITC website and promptly submit all documentation to ITC First. Data submitted will only be viewable via individual unique User log on and password of Archangel First Aid Training Ltd and ITC First.
- e) Archangel First Aid Training Ltd will not share their log on and passwords with any unauthorised individuals or companies.

6. Data Retention

- a) Archangel First Aid Training Ltd will retain any data in accordance with ITC retention periods, currently 5 years.
- b) Archangel First Aid Training Ltd will review its necessity to retain data once it has been submitted and accepted by ITC First.

7. Data Destruction

- a) Archangel First Aid Training Ltd will ensure it destroys data in a confidential manner i.e. shredding of paper documents, deletion of digital records from computer systems.
- b) Archangel First Aid Training Ltd will ensure it does not retain data longer than is required for the purpose of the qualification.

8. Subject Access

8.1 Any party who has provided personal data to Archangel First Aid Training Ltd, has the right to request what information is stored and its content.

8.2 Access request may be made in writing by letter or email to the Archangel First Aid Training Ltd Brent Murphy who will discuss the request with the data subject.

8.3 Data will be provided in accordance with the subject's Rights of Access under Data Protection Act.

9. Breaches of Data Protection

- a) Breaches or suspected breaches should be reported to Mr Brent Murphy who will make the necessary investigations and provide a response to the informant within 3 weeks of receipt.
- b) Breaches may also be raised with ITC First by contacting their office either via email, telephone or in writing.