

T-S-T

Data Protection Policy

Policy & Procedure
08/01/2018

Company Policy for Data Protection

POLICY STATEMENT

The EU General Data Protection Regulation (GDPR) supersedes the Data Protection Act 1998. GDPR will impact our organisation in the process of personal data with new responsibilities and obligations, including the ongoing need to demonstrate compliance. We are committed to protecting and respecting the privacy of individuals and take our obligations under data protection legislation seriously. We already manage personal data in accordance with industry standards and review all personal data held on an ongoing basis, we know where this data is held, why we hold it, for how long; five years for SQA/JAAPT & three years for HABC and our policies are transparent, fair and GDPR compliant.

- *We document what personal data is held, where it came from and only share it with awarding bodies for the purpose of the lawful basis to achieve the qualification.*
- *We ensure our procedures cover Individuals' rights and delete personal data held in hardcopy to retain electronically [softcopy] and in a commonly used format, with limited protected access.*
- *We shred all paper documents and when no longer required to keep, we permanently delete digital files from the recycle bin or back-up cloud storage.*
- *We have reviewed our privacy notices in line with GDPR implementation.*

As designated Data Protection Officer registered with the ICO Ref: ZA762417 Tina Squires Tech IOSH takes responsibility for the data protection compliance at T-S-T and assess this policy as often as appropriate and annually in any event.

Signed



Dated 06/07/2020