

# Data Protection Policy Updated

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**Updated 18.8.2016**

## Introduction

1.1 SEB Training Services (SEBTS) is committed to the principles of data protection and abiding by the eight data protection principles. These are the principles that must be satisfied when obtaining, handling, processing, moving and the storage of personal data. These are in line with the Data Protection Act 1998.

1.2 As a first aid training centre, SEBTS needs to collect and process information as required by ITC First Aid awarding body and its regulators. SEBTS 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 SEBTS about them and why
- b) Know how to gain access to it
- c) Know how to keep it up to date
- d) Know what SEBTS does to ensure compliance with its legal obligations

## 4. Data Collection

4.1 SEBTS collects data as part of the booking and registration process of qualification delivery.

SEBTS also collect and retain data as part of their trainer and staff administrative tasks

## 5. Data Storage

5.1 SEBTS will ensure that:

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

## **6. Data Retention**

6.1 SEBTS will retain any data in accordance with the Record Retention Policy which can be found on the website.

## **7. Data Destruction**

7.1 SEBTS will ensure it destroys data in a confidential manner ie shredding of paper documents, deletion from computer systems.

7.2 SEBTS will ensure it does not retain data longer than is required for the purpose of training.

## **8. Subject Access**

8.1 Any party who has provided personal data to SEBTS have 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 SEBTS Director 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**

9.1 Breaches or suspected breaches should be reported to Steve Booth who will make the necessary investigations and provide a response to the informant within 3 weeks of receipt. Breaches may also be raised with ITC by contacting their office either via email([admin@itcfirst.org.uk](mailto:admin@itcfirst.org.uk)), telephone(01429 867171) or in writing to the address below:-

ITC First  
Victoria Buildings  
Victoria Street  
Northgate  
Hartlepool  
TS24 0LB