

## Data Protection Policy

It is a legal requirement for The Training Co. (the Company) to comply with the General Data Protection Regulations, 25<sup>th</sup> May 2018 (GDPR). It is also company policy to ensure that every employee maintains the confidentiality of any personal data held by the company in whatever form.

### *Data protection principles*

The company needs to keep certain information about its employees, customers and suppliers for financial and commercial reasons and to enable us to monitor performance, to ensure legal compliance and for health and safety purposes. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. This means that we must comply with the Data Protection Principles set out in the GDPR.

These principles require that personal data must be:

- ④ obtained fairly and lawfully and shall not be processed unless certain conditions are met;
- ④ obtained for specified and lawful purposes and not further processed in a manner incompatible with that purpose;
- ④ adequate, relevant and not excessive;
- ④ accurate and up to date;
- ④ kept for no longer than necessary;
- ④ processed in accordance with data subjects' rights;
- ④ protected by appropriate security;
- ④ not transferred to a country outside the European Union without adequate protection.

In processing or using any personal information we must ensure that we follow these principles at all times.

### *Data protection Controller*

To ensure the implementation of this policy the company has designated Matthew Cooke as the company's data protection Controller. All enquiries relating to the holding of personal data should be referred to Matthew Cooke in the first instance.

### ***Notification of data held***

You are entitled to know:

- ⑦ what personal information the company holds about you and the purpose for which it is used;
- ⑦ how to gain access to it;
- ⑦ how it is kept up to date;
- ⑦ what the company is doing to comply with its obligations under the GDPR.

This information is available from Matthew Cooke.

### ***Data security***

We are responsible for ensuring that:

- ⑦ any personal data that held, whether in electronic or paper format, is kept securely;
- ⑦ personal information is not disclosed either verbally or in writing, accidentally or otherwise, to any unauthorized third party;
- ⑦ items that are marked 'personal' or 'private and confidential', or appear to be of a personal nature, are opened by the addressee only.

**Date**            **25<sup>th</sup> May 2018**

**Signature**

A handwritten signature in black ink, appearing to read 'M Cooke', enclosed within a large, hand-drawn oval.

**Matthew Cooke**