



Data Protection, GDPR and Privacy Policy

Policy Review

Developed by: Tim Ward
Approval date: 21st August 2024

Signature:  18/07/24

Next review date: 10th October 2026

Reviewed by: Lisa Kiely

Version: 4

Introduction

TradeTechs Northern Ltd takes its responsibilities with regards to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 very seriously. The document provides the policy framework through which effective management of Data Protection matters can be achieved. The purpose of this policy is to ensure that Trade Techs and its staff comply with GDPR and the Data Protection Act 2018 when processing personal data.

Trade Techs holds personal data about students, parents, staff and other individuals to carry out its business and provide its services. For example, this information could include name, address, email address and date of birth. No matter how it is collected, recorded and used, this personal information must be dealt with properly to ensure compliance with data protection legislation.

Scope of the Policy

This Policy sets out the basis on which the Trade Techs will collect and use Personal Data either where the Trade Techs collects it from individuals itself, or where it is provided to Trade Techs by third parties. It also sets out rules on how the Trade Techs handles, uses, transfers and stores Personal Data. This policy applies to all staff, who should be familiar with this policy and comply with its terms. This policy applies regardless of where the data is held i.e. if the personal data is held on personally-owned equipment or outside TradeTechs property.



This policy also applies to any expression of opinion about an individual, personal data held visually in photographs or video clips sound recordings.

The Principles of Data Protection

Any member of staff processing personal data must comply with the six principles of GDPR. The principles require that personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specific, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed.
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of the individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Additionally, GDPR also requires that:

- The data controller be responsible for, and be able to demonstrate, compliance with the principles.

TradeTechs Northern Ltd is fully committed to complying with all these principles with respect to all personal data processing. TradeTechs Northern Ltd has a number of policies and procedures in place, including this Policy and the documentation



referred to in it, to ensure that the TradeTechs and its staff adhere to these principles and can demonstrate compliance.

Responsibilities

TradeTechs Northern's responsibilities are to:

- Establish policies and procedures and ensure that they are up to date and comply with the law.
- Ensure that staff know about and understand this policy.
- Provide staff with data protection training.

The Compliance Officer's responsibilities are to:

- Handle subject access requests.
- Investigate data protection breaches.
- Draw up guidance on good data protection practice.
- Advise staff with data protection queries.

Staff responsibilities are to:

- Comply with this policy and any other supporting policies and procedures.
- Only access the personal data of others that they need to use.
- Make sure their own personal data provided to the Trade Techs is accurate and up to date.
- Inform the Trade Techs if any of their personal data changes.
- Inform the Trade Techs if they become aware that any of the information that the Trade Techs holds about them is not accurate.
- Ensure all personal data is kept securely.
- Ensure no personal data is disclosed either verbally or in writing, accidentally or otherwise, to any unauthorised third party.
- Ensure personal data is kept in accordance with the Trade Techs 's retention schedule.
- Promptly direct any queries regarding data protection, including subject access requests, to the Compliance Officer.
- Inform the Compliance Officer of any data protection breaches as soon as possible and support the Compliance Officer in resolving breaches.

Learners and Other Users' responsibilities are to:



- Make sure that any personal data that they provide is accurate and up to date.
- Inform the TradeTechs Northern Ltd if any of their personal data changes.
- Inform the TradeTechs if they become aware that any of the information that the TradeTechs Northern Ltd holds about them is not accurate.

Individuals' Rights

TradeTechs Northern Ltd is dedicated to ensuring that the rights of individuals about whom information is held can be fully exercised under the GDPR. These rights are:

- The right to be informed.
- The right to access.
- The right to rectification.
- The right to erasure (the right to be forgotten).
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights related to automated decision-making including profiling.

Sensitive Personal Data

Sensitive personal data or “special category data” is data that is considered more sensitive under GDPR and so needs more protection. TradeTechs Northern Ltd is committed to ensuring that sensitive personal data is kept secure and is only processed when necessary. To ensure that sensitive personal data has greater security. TradeTechs Northern Ltd is responsible for identifying two distinct legal bases for processing as defined under GDPR. This will also be stated as part of the Trade Techs 's privacy notice.

Subject Access Requests

Data Subjects have a right to see all the information that TradeTechs Northern Ltd holds on them. Should they wish to do this they should submit a request. This is known as a Subject Access Request. These should be passed to the Compliance Officer as soon as possible and the Subject Access Request Procedure should be followed.



Data Breaches

In the event of a data breach, this should be reported to the Compliance Officer as soon as possible and the Data Protection Breach Procedure should be followed.

If staff are unsure whether a data breach has taken place, it should be reported to the Compliance Officer anyway, who will decide if a breach has taken place and whether the Data Protection Breach Procedure needs to be followed.

Data Sharing

There are occasions where TradeTechs Northern Ltd must share information with others, for example funding bodies, Local Authorities and Awarding Organisations/Bodies. Where this happens, the basis of the sharing is either covered in the TradeTechs 's contract with that organisation or is the subject of a Sharing Agreement.

Sometimes TradeTechs Northern Ltd will share information because it is obliged to do so by law, for example, a request from the Police during their enquiries into a crime. In these situations, TradeTechs Northern Ltd will not seek the permission from the individual concerned; neither will TradeTechs Northern Ltd tell them that it has provided the information. If a student or member of staff wants NCEE to share data with someone else, for example a solicitor or a parent/guarding, this can only be done with the student or member of staff's written consent. All such requests are dealt with under the Subject Access Request Procedure.

Sometimes the TradeTechs Northern Ltd receives requests for information under the Freedom of Information Act. The TradeTechs recognises the need to balance the confidentiality of personal data against a desire to be open and transparent about its activities. However, when these two factors conflict, greater weight will always be given to data confidentiality.