

AARTIC Training Services Ltd (ATG) is fully committed to full compliance with the requirements of GDPR 2018. The company will therefore follow procedures which aim to ensure that all employees, shareholders, contractors, consultants, directors or other servants or agents of the company (collectively known as data users) who have access to any personal data held by or on behalf of ATG are fully aware of and abide by their duties under GDPR 2018.

Statement of Policy

ATG needs to collect and use information about people with whom it works in order to operate and carry out its functions. These may include members of the public, current, past and prospective employees, clients and customers and suppliers. In addition, ATG may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means.

ATG regards the lawful and appropriate treatment of personal information as particularly important to its successful operations and essential to maintaining confidence between ATG and those with whom it carries out business.

ATG therefore fully endorses and adheres to the Principles of GDPR 2018

Handling personal/sensitive data

ATG will, through management and use of appropriate controls, monitoring and review:-

1. Use personal data in the most efficient and effective way to deliver better services.
2. Strive to collect and process only the data or information which is needed.
3. Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted.
4. Strive to ensure information is accurate.
5. Not keep information for longer than is necessary.
6. Securely destroy data which is no longer needed.
7. Take appropriate technical and organisational security measures to safeguard information
8. (including unauthorised or unlawful processing and accidental loss or damage of data)
9. Ensure that information is not transferred abroad without suitable safeguards.
10. Ensure that there is general information to the public of their rights to access information.
11. Ensure that the rights of people about whom information is held can be fully exercised under GDPR 2018.
12. All external examination papers arriving at the Centre will be securely stored, and if transported to another venue they will be transported securely if possible in a locked brief case/bag.
13. Examination papers are too kept in the sealed bags until the start of an exam.

These rights include:-

1. The right to access their own personal information within 40 days of request
2. The right to prevent processing in certain circumstances
3. The rights to correct, rectify, block or erase information regarded as wrong information
4. Ensure that the ATG will have an officer specifically responsible for data protection in the company.
5. Provide guidance and training for Members and officers at an appropriate level
6. Ensure that any breaches of this policy are dealt with appropriately

The Principles of Data Protection

The Data Protection Act stipulates that anyone processing personal data must comply with Eight Principles of good practice. These Principles are legally enforceable.

Summarised, the principles require that personal data :

1. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific Conditions are met;
2. Shall be obtained only for one or more specified and lawful purposes and shall not be further Processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall not be kept for longer than is necessary for that purpose or those purposes;
6. Shall be processed in accordance with the rights of data subjects under the Act;
7. Shall be kept secure i.e. protected by an appropriate degree of security;
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of data protection.

The Act provides conditions for the processing of any personal data. It also makes a distinction between personal data and “sensitive” personal data. Personal data is defined as, data relating to a living individual who can be identified from:

That data;

That data and other information, which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

1. Racial or ethnic origin;
2. Political opinion;
3. Religious or other beliefs;
4. Trade union membership;
5. Physical or mental health or condition;
6. Sexual life;
7. Criminal proceedings or convictions.

Date Reviewed: March 2022

Review date (Subject to review prior to date if law/legislation dictates) or March 2024

Authorised By

Vikki Hackett

Hard Copy Signed

MD

Aartic Training Services Ltd



Amendment List

DATE INSERTED	CONTENT Inserted/Added/Replaced	BY WHOM/Comments
23 Nov 2012	<p>Added to Handling Personal/Sensitive data:</p> <p>All external examination papers arriving at the Centre will be securely stored and if transported to another venue they will be transported securely if possible in a locked brief case/bag.</p> <p>Examination papers are too kept in the sealed bags until the start of an exam.</p>	<p>Antony Rabey</p> <p>Amendment authorised.</p> <p>Hard copy signed.</p>
06 April 2013	No Change Yearly Review	<p>Antony Rabey</p> <p>Hard Copy Signed</p>
March 2014	Registration details for ICO ZA048950	Antony Rabey
Jan 2017	Second Signature added	Adrian Rabey
25 May 2018	Changed to reflect GDPR 2018	Antony Rabey
Aug 2019	ICO Number changed to ZA544978	Antony Rabey
Aug 2022	Remove Antony as Director	Vikki Hackett
Aug 2022	Appoint Vikki Hackett as Director	Vikki Hackett