

Data Protection Policy

Policy Statement

We need to keep certain information about our employees, students and other users of Up-Skilled Ltd (hereafter Up-Skilled) to allow us to: -

- Monitor performance
- Monitor achievement rates and level monitor health and safety
- Process information so staff can be recruited and paid
- Provide information to meet obligations of funding and government bodies and partners of Up-Skilled

We are committed to complying with the data protection principles which are set out in the data protection act 1998 (the 1998 act) and to this end we will ensure that information is collected and used fairly, stored safely and not disclosed to any other person unlawfully.

Personal data shall: -

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible for that purpose.
- Be adequate, relevant and not excessive for those purposes Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European economic area, unless that country has equivalent levels of protection for personal data.

Policy Context

This policy applies to all employees, students/ trainees, customers, partners and visitors and other data subjects.

All data subjects are entitled to: -

- Know what information Up-Skilled holds and processes about them and why Know how to gain access to it.
- Know how to keep it up to date.
- Know what Up-Skilled is doing to comply with its obligations under the 1998 act.

It is a condition of employment that employees will abide by the rules and policies of Up-Skilled. The data protection policy is key to safeguarding personal information and human rights. Any breach of this policy by an employee will be treated as a serious breach of the contract of employment and dealt with accordingly.

Any employee, student, trainee, customer, partner, visitor or other data subject, who considers that the policy has not been followed in relation to personal data about themselves, should raise the matter through the Up-Skilled complaints policy.

Access to the Policy

The Data Protection policy and supporting policies and documents are available in the policy area of the website.

All students and trainees are made aware of the policy at induction and are required to acknowledge their recognition of the policy and Up-Skilled obligations by signing the 3rd party declaration. Access to the policy is available upon request.