

<b>Policy Name</b>	GDPR Data Protection Policy	
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<b>Policy Owner</b>	Paul Sheron	
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<b>Version</b>	<b>Approved by</b>	<b>Summary of changes</b>
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<p><b>Aim and Purpose of the policy</b></p>	<p>To ensure that North West Community Services Training Ltd is committed to conducting its business in accordance with all applicable Data Protection laws and regulations and in line with the highest standards of ethical conduct.</p>
<p><b>Who is this policy for?</b></p>	<p>This policy relates to all learners undertaking learning, also all staff members employed by NWCS</p>
<p><b>Key contacts and resources</b></p>	<p><u>Resources</u>          -Keeping Children Safe in Education (DfE September 2022)          -General Data Protection Regulations 2018 (GDPR)          -UK Council for Internet Safety – UKCIS2020</p> <p><u>Key Contacts</u>          Head of Centre- Paul Sheron          Operational Manager- Karen Luxon</p>
<p><b>Relate Policies and Procedures</b></p>	

## **Aim and Vision**

This policy sets forth the expected behaviours of all NWCS Training Ltd employees and third parties in relation to the collection, use, retention, transfer, disclosure and destruction of any personal data belonging to a NWCS Training Ltd associate, i.e. the Data Subject

## **Rationale**

### **DEFINITIONS**

#### Employee

- an individual who is employed by the NWCS Training Ltd Group under a contract of employment, whether oral or written, express or implied, and has recognised rights and duties. Includes temporary employees and independent contractors.

#### Third party

- an external organisation with which the NWCS Training Ltd Group conducts business and is also authorised to, under the direct authority of the NWCS Training Ltd Group, process the personal data of NWCS Training Ltd associates.

#### Personal data

- any information (including opinions and intentions) which relates to an identified or identifiable Natural Person.

#### Associate

- any past, current or prospective NWCS Training Ltd customer, supplier, business partner or employee.

#### Identifiable natural person

- anyone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

#### Data controller

- a natural or legal person, Public Authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

#### NWCS Training Ltd operating premises

- a NWCS Training Ltd establishment, including subsidiaries and joint ventures over which NWCS Training Ltd exercise management control.

#### Data subject

- the identified or Identifiable Natural Person to which the data refers.

#### Process, processed, processing

- any operation or set of operations performed on personal data or on sets of personal data, whether or not by automated means. Operations performed may include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

#### Data protection

- the process of safeguarding personal data from unauthorised or unlawful disclosure, access, alteration, processing, transfer or destruction.

#### Data Protection Authority

- an independent Public Authority responsible for monitoring the application of the relevant Data Protection regulation set forth in national law.

#### Data Processors

- a natural or legal person, Public Authority, agency or other body which processes personal data on behalf of a Data Controller.

### Consent

- any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

### Special categories of data

- Personal Data pertaining to or revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership; data concerning health or sex life and sexual orientation; genetic data or biometric data.

### Third country

- any country not recognised as having an adequate level of legal protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### Profiling

- any form of automated processing of personal data where personal data is used to evaluate specific or general characteristics relating to an Identifiable Natural Person. In particular to analyse or predict certain aspects concerning that natural person's performance at work, economic situations, health, personal preferences, interests, reliability, behaviour, location or movement.

### Binding corporate rules

- the personal data protection policies used for the transfer of personal data to one or more Third Countries within a group of undertakings, or group of enterprises engaged in a joint economic activity.

### Personal data breach

- a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

### Encryption

- the process of converting information or data into code, to prevent unauthorised access.

### Pseudonymisation

- data amended in such a way that no individuals can be identified from the data (whether directly or indirectly) without a 'key' that allows the data to be re-identified.

### Anonymisation

- data amended in such a way that no individuals can be identified from the data (whether directly or indirectly) by any means or by any person.

## **Intent**

This policy applies to all NWCS Training Ltd operating premises where a Data Subject's Personal Data is processed:

- in the context of the business activities of the NWCS Training Ltd operating premises;
- for the provision or offer of goods or services to individuals (including those provided or offered free-of-charge) by a NWCS Training Ltd operating premises;
- to actively monitor the wellbeing of individuals.

This policy applies to all processing of personal data in electronic form (including electronic mail and documents created with word processing software) or where it is held in manual files that are structured in a way that allows ready access to information about individuals.

This policy has been designed to establish a worldwide baseline standard for the processing and protection of personal data by all NWCS Training Ltd operating premises. Where national law imposes a requirement which is stricter than imposed by this policy, the requirements in national law must be followed. Furthermore, where national law imposes a requirement that is not addressed in this policy, the relevant national law must be adhered to.

If there are conflicting requirements in this policy and national law, please consult with NWCS Training Ltd Group Data Manager for guidance.

## Implementation

### POLICY GOVERNANCE

**Data Manager** - To demonstrate our commitment to Data Protection, and to enhance the effectiveness of our compliance efforts, the NWCS Training Ltd Group has appointed a Data Manager (DM) whose duties include:

- informing and advising the NWCS Training Ltd Group and its employees who carry out processing pursuant to data protection regulations or national law;
- ensuring the alignment of this policy with data protection regulations or national law;
- providing guidance with regards to carrying out Data Protection Impact Assessments (DPIAs);
- acting as a point of contact for and co-operating with Data Protection Authorities (DPAs);
- determining the need for notifications to one or more DPAs as a result of NWCS Training Ltd's current or intended personal data processing activities;
- making and keeping current notifications to one or more DPAs as a result of NWCS Training Ltd's current or intended personal data processing activities;
- the establishment and operation of a system providing prompt and appropriate responses to data subject requests;
- informing senior managers, officers, and directors of the NWCS Training Ltd Group of any potential corporate, civil and criminal penalties which may be levied against NWCS Training Ltd and/or its employees for violation of applicable Data Protection laws;
- ensuring establishment of procedures and standard contractual provisions for obtaining compliance with this policy by any third party who:
  - provides personal data to a NWCS Training Ltd operating premises;
  - receives personal data from a NWCS Training Ltd operating premises;
  - has access to personal data collected or processed by NWCS Training Ltd operating premises.

### **Policy Dissemination & Enforcement**

The management team of each NWCS Training Ltd operating premises must ensure that all NWCS Training Ltd employees responsible for the processing of personal data are aware of and comply with the contents of this policy.

In addition, each NWCS Training Ltd operating premises will make sure all third parties engaged to process personal data on their behalf (i.e. their data processors) are aware of and comply with the contents of this policy. Assurance of such compliance must be obtained from all third parties, whether companies or individuals, prior to granting them access to personal data controlled by the NWCS Training Ltd Group.

### **Data Protection by Design**

To ensure that all data protection requirements are identified and addressed when designing new systems or processes and/or when reviewing or expanding existing systems or processes, each of them must go through an approval process before continuing.

Each NWCS Training Ltd operating premises must ensure that a Data Protection Impact Assessment (DPIA) is conducted, in cooperation with the Data Manager, for all new and/or revised systems or processes for which it has responsibility. The subsequent findings of the DPIA must then be submitted to the Data Manager for review and approval. Where applicable, the Information Technology (IT) department, as part of its IT system and application design review process, will cooperate with the Data Manager to assess the impact of any new technology uses on the security of personal data.

### **Compliance Monitoring**

To confirm that an adequate level of compliance is being achieved by all NWCS Training Ltd operating premises in relation to this policy, the Data Manager will carry out an annual data protection compliance audit for all such entities. Each audit will, as a minimum, assess:

- compliance with policy in relation to the protection of personal data, including:
- the assignment of responsibilities;
- raising awareness;
- training of employees.
- the effectiveness of data protection related operational practices, including:
- data subject rights;
- personal data transfers;
- personal data incident management;
- personal data complaints handling;
- the level of understanding of data protection policies and privacy notices;
- the currency of data protection policies and privacy notices;
- the accuracy of personal data being stored;
- the conformity of data processor activities;
- the adequacy of procedures for redressing poor compliance and personal data breaches.

The Data Manager, in co-operation with key business stakeholders from each NWCS Training Ltd operating premises, will devise a plan with a schedule for correcting any identified deficiencies within a defined and reasonable time frame. Any major deficiencies identified will be reported to and monitored by the NWCS Training Ltd Senior Management team.

### Data Protection Principles

NWCS Training Ltd has adopted the following principles to govern its collection, use, retention, transfer, disclosure and destruction of personal data:

#### Principle 1: Lawfulness, fairness and transparency

- Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject. This means, NWCS Training Ltd must tell the data subject what processing will occur (transparency), the processing must match the description given to the data subject (fairness), and it must be for one of the purposes specified in the applicable Data Protection Regulation (lawfulness).

#### Principle 2: Purpose limitation

- Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. This means NWCS Training Ltd must specify exactly what the personal data collected will be used for and limit the processing of that personal data to only what is necessary to meet the specified purpose.

#### Principle 3: Data minimisation

- Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. This means NWCS Training Ltd must not store any personal data beyond what is strictly required.

#### Principle 4: Accuracy

- Personal data shall be accurate and kept up to date. This means NWCS Training Ltd must have in place processes for identifying and addressing out-of-date, incorrect and redundant personal data.

#### Principle 5: Storage limitation

- Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. This means NWCS Training Ltd must, wherever possible, store personal data in a way that limits or prevents identification of the data subject.

#### Principle 6: Integrity & confidentiality

- Personal data shall be 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. NWCS Training Ltd must use appropriate technical and organisational measures to ensure the integrity and confidentiality of personal data is maintained at all times.

#### Principle 7: Accountability

- The Data Controller shall be responsible for, and be able to demonstrate compliance. This means NWCS Training Ltd must demonstrate that the six Data Protection Principles, outlined above, are met for all personal data for which it is responsible.

### Data Collection

### Data sources

Personal data should be collected only from the data subject unless one of the following apply:

- the nature of the business purpose necessitates collection of the personal data from other persons or bodies;
- the collection must be carried out under emergency circumstances in order to protect the vital interests of the data subject or to prevent serious loss or injury to another person.

If personal data is collected from someone other than the data subject, the data subject must be informed of the collection unless one of the following apply:

- the data subject has received the required information by other means;
- the information must remain confidential due to a professional secrecy obligation;
- a national law expressly provides for the collection, processing or transfer of the personal data.

Where it has been determined that notification to a data subject is required, notification should occur promptly, but in no case later than:

- one calendar month from the first collection or recording of the personal data;
- at the time of first communication if used for communication with the data subject;
- at the time of disclosure if disclosed to another recipient.

### Data Subject Consent

Each NWCS Training Ltd operating premises will obtain personal data only by lawful and fair means and, where appropriate with the knowledge and consent of the individual concerned. Where a need exists to request and receive the consent of an individual prior to the collection, use or disclosure of their personal data, NWCS Training Ltd is committed to seeking such consent.

The Data Manager, in cooperation with other relevant business representatives, shall establish a system for obtaining and documenting data subject consent for the collection, processing, and/or transfer of their personal data. The system must include provisions for:

- determining what disclosures should be made in order to obtain valid consent;
- ensuring the request for consent is presented in a manner which is clearly distinguishable from any other matters, is made in an intelligible and easily accessible form, and uses clear and plain language;
- ensuring the consent is freely given (i.e. is not based on a contract that is conditional to the processing of personal data that is unnecessary for the performance of that contract);
- documenting the date, method and content of the disclosures made, as well as the validity, scope, and volition of the consents given;
- providing a simple method for a data subject to withdraw their consent at any time.

### Data Subject Notification



Each NWCS Training Ltd operating premises will, when required by applicable law, contract, or where it considers that it is reasonably appropriate to do so, provide data subjects with information as to the purpose of the processing of their personal data.

When the data subject is asked to give consent to the processing of personal data and when any personal data is collected from the data subject, all appropriate disclosures will be made, in a manner that draws attention to them, unless one of the following apply:

- the data subject already has the information;
- a legal exemption applies to the requirements for disclosure and/or consent.

The disclosures may be given orally, electronically or in writing. If given orally, the person making the disclosures should use a suitable script or form approved in advance by the Data Manager. The associated receipt or form should be retained, along with a record of the facts, date, content, and method of disclosure.

### **External Privacy Notices**

3.9.1 Each external website provided by NWCS Training Ltd will include an online 'Privacy Notice' and an online 'Cookie Notice', as appropriate, fulfilling the requirements of applicable law. Any Privacy and Cookie Notices must be approved by the Data Manager prior to publication on any NWCS Training Ltd external website.

### **Data Use**

#### **Data processing**

NWCS Training Ltd uses the personal data of its contacts for the following broad purposes:

- the general running and business administration of NWCS Training Ltd operating premises;
- to provide services to NWCS Training Ltd customers and/or end users of services;
- the ongoing administration and management of services to customers and/or end users of services.

The use of a contact's information should always be considered from their perspective and whether the use will be within their expectations or if they are likely to object. For example, it would clearly be within a contact's expectations that their details will be used by NWCS Training Ltd to respond to a contact request for information about the products and services on offer. However, it will not be within their reasonable expectations that NWCS Training Ltd would then provide their details to third parties for marketing purposes.

Each NWCS Training Ltd operating premises will process personal data in accordance with all applicable laws and applicable contractual obligations. More specifically, NWCS Training Ltd will not process personal data unless at least one of the following requirements are met:

- the data subject has given consent to the processing of their personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the Data Controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller;
- processing is necessary for the purposes of the legitimate interests pursued by the Data Controller or by a third party (except where such interests are overridden by the interests

or fundamental rights and freedoms of the data subject, in particular where the data subject is a child).

There are some circumstances in which personal data may be further processed for purposes that go beyond the original purpose for which the personal data was collected. When making a determination as to the compatibility of the new reason for processing, guidance and approval must be obtained from the Data Manager before any such processing may commence.

In any circumstance where consent has not been gained for the specific processing in question, NWCS Training Ltd will address the following additional conditions to determine the fairness and transparency of any processing beyond the original purpose for which the personal data was collected:

- any link between the purpose for which the personal data was collected and the reasons for intended further processing;
- the context in which the personal data has been collected, in particular regarding the relationship between data subject and the data controller;
- the nature of the personal data, in particular whether Special Categories of Data are being processed, or whether personal data related to criminal convictions and offences are being processed;
- the possible consequences of the intended further processing for the data subject;
- the existence of appropriate safeguards pertaining to further processing, which may include encryption, anonymisation or pseudonymisation.

### **Special Categories of Data**

NWCS Training Ltd will only process Special Categories of Data (also known as sensitive data) where the data subject expressly consents to such processing or where one of the following conditions apply:

- the processing relates to personal data which has already been made public by the data subject;
- the processing is necessary for the establishment, exercise or defence of legal claims;
- the processing is specifically authorised or required by law;
- the processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- further conditions, including limitations, based upon national law related to the processing of genetic data, biometric data or data concerning health.

In any situation where special categories of data are to be processed, prior approval must be obtained from the Data Manager and the basis for the processing clearly recorded with the personal data question.

Where special categories of data are being processed, NWCS Training Ltd will adopt additional protection measures. Each NWCS Training Ltd operating premises may also adopt additional measures to address local custom or social expectation over the processing of Special Categories of Data.

### **Children's Data**

Children are unable to consent to the processing of personal data. Consent must be sought from the person who holds parental responsibility over the child. However, it should be noted that where processing is lawful under other grounds, consent need not be obtained from the child or the holder of parental responsibility.

Should any NWCS Training Ltd operating premises foresee a business need for obtaining parental consent for services offered directly to a child, guidance and approval must be

obtained from the Data Manager before any processing of a child's personal data may commence.

### **Data Quality**

Each NWCS Training Ltd operating premises will adopt all necessary measures to ensure that the personal data it collects and processes is complete and accurate in the first instance, and is updated to reflect the current situation of the data subject.

The measures adopted by NWCS Training Ltd to ensure data quality include:

- correcting personal data known to be incorrect, inaccurate, incomplete, ambiguous, misleading or outdated, even if the data subject does not request rectification;
- keeping personal data only for the period necessary to satisfy the permitted uses or applicable statutory retention period;
- the removal of personal data if in violation of any of the Data Protection principles or if the personal data is no longer required;
- restriction, rather than deletion of personal data, insofar as:
- a law prohibits erasure;
- erasure would impair legitimate interests of the data subject;
- the data subject disputes that their personal data is correct and it cannot be clearly ascertained whether their information is correct or incorrect.

### **Profiling & Automated Decision-Making**

NWCS Training Ltd will only engage in profiling and automated decision-making where it is necessary to enter into, or to perform, a contract with the data subject or where it is authorised by law.

Where a NWCS Training Ltd operating premises utilises profiling and automated decision-making, this will be disclosed to the relevant data subjects. In such cases the data subject will be given the opportunity to:

- express their point of view;
- obtain an explanation for the automated decision;
- review the logic used by the automated system;
- supplement the automated system with additional data;
- have a human carry out a review of the automated decision;
- contest the automated decision;
- object to the automated decision-making being carried out.

Each NWCS Training Ltd operating premises must also ensure that all profiling and automated decision-making relating to a data subject is based on accurate data.

### **Digital Marketing**

As a general rule NWCS Training Ltd will not send promotional or direct marketing material to a NWCS Training Ltd contact through digital channels such as mobile phones, email and the Internet, without first obtaining their consent. Any NWCS Training Ltd operating premises wishing to carry out a digital marketing campaign without obtaining prior consent from the data subject must first have it approved by the Data Manager.

Where personal data processing is approved for digital marketing purposes, the data subject must be informed at the point of first contact that they have the right to object, at any stage, to having their data processed for such purposes. If the data subject puts forward an objection, digital marketing related processing of their personal data must cease immediately and their details should be kept on a suppression list with a record of their opt-out decision, rather than being completely deleted.

It should be noted that where digital marketing is carried out in a 'business to business' context, there is no legal requirement to obtain an indication of consent to carry out digital marketing to individuals provided that they are given the opportunity to opt-out.

### **Data Retention**

To ensure fair processing, personal data will not be retained by NWCS Training Ltd for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed.

The length of time for which NWCS Training Ltd operating premises need to retain personal data is set out in the NWCS Training Ltd Control of Records Policy (ref. Policy No.: 133). This takes into account the legal and contractual requirements, both minimum and maximum, that influence the retention periods set forth in the schedule. All personal data should be deleted or destroyed as soon as possible where it has been confirmed that there is no longer a need to retain it.

### **Data Protection**

Each NWCS Training Ltd operating premises will adopt physical, technical, and organisational measures to ensure the security of personal data. This includes the prevention of loss or damage, unauthorised alteration, access or processing, and other risks to which it may be exposed by virtue of human action or the physical or natural environment.

The minimum set of security measures to be adopted by each NWCS Training Ltd operating premises is provided in the NWCS Training Ltd Data Protection Policy (ref. Policy No.: 112). A summary of the personal data related security measures is provided below:

- prevent unauthorised persons from gaining access to data processing systems in which personal data are processed;
- prevent persons entitled to use a data processing system from accessing personal data beyond their needs and authorisations;
- ensure that personal data in the course of electronic transmission during transport cannot be read, copied, modified or removed without authorisation;
- ensure that access logs are in place to establish whether, and by whom, the personal data was entered into, modified on or removed from a data processing system;
- ensure that in the case where processing is carried out by a Data Processor, the data can be processed only in accordance with the instructions of the Data Controller;
- ensure that personal data is protected against undesired destruction or loss;
- ensure that personal data collected for different purposes can and is processed separately;
- ensure that personal data is not kept longer than necessary.

### **Data Subject Requests**

The Data Manager will establish a system to enable and facilitate the exercise of data subject rights related to:

- information access;
- objection to processing;
- objection to automated decision-making and profiling;
- restriction of processing;
- data portability;
- data rectification;
- data erasure.

If an individual makes a request relating to any of the rights listed above, NWCS Training Ltd will consider each such request in accordance with all applicable Data Protection laws and

regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be unnecessary or excessive in nature.

Data subjects are entitled to obtain, based upon a request made in writing to the Data Manager and upon successful verification of their identity, the following information about their own personal data:

- the purposes of the collection, processing, use and storage of their personal data;
- the source(s) of the personal data, if it was not obtained from the data subject;
- the categories of personal data stored for the data subject;
- the recipients or categories of recipients to whom the personal data has been or may be transmitted, along with the location of those recipients;
- the envisaged period of storage for the personal data or the rationale for determining the storage period;
- the use of any automated decision-making, including profiling.
- the right of the data subject to:
  - object to processing of their personal data;
  - lodge a complaint with the Data Protection Authority;
  - request rectification or erasure of their personal data;
  - request restriction of processing of their personal data.

All requests received for access to or rectification of personal data must be directed to the Data Manager, who will log each request as it is received. A response to each request will be provided within 30 days of the receipt of the written request from the data subject. Appropriate verification must confirm that the requestor is the data subject or their authorised legal representative. Data subjects shall have the right to require NWCS Training Ltd to correct or supplement erroneous, misleading, outdated, or incomplete personal data.

If NWCS Training Ltd cannot respond fully to the request within 30 days, the Data Manager shall nevertheless provide the following information to the data subject, or their authorised legal representative within the specified time:

- an acknowledgement of receipt of the request;
- any information located to date;
- details of any requested information or modifications which will not be provided to the data subject, the reason(s) for the refusal, and any procedures available for appealing the decision;
- an estimated date by which any remaining responses will be provided;
- an estimate of any costs to be paid by the data subject (e.g. where the request is excessive in nature);
- the name and contact information of the NWCS Training Ltd individual who the data subject should contact for follow up.

It should be noted that situations may arise where providing the information requested by a data subject would disclose personal data about another individual. In such cases, information must be redacted or withheld as may be necessary or appropriate to protect that person's rights.

Detailed guidance for dealing with requests from data subjects can be supplied by the Data Manager.

### **Law Enforcement Requests & Disclosures**

In certain circumstances, it is permitted that personal data be shared without the knowledge or consent of a data subject. This is the case where the disclosure of the personal data is necessary for any of the following purposes:

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of a tax or duty;
- by the order of a court or by any rule of law.

If a NWCS Training Ltd operating premises processes personal data for one of these purposes, then it may apply an exception to the processing rules outlined in this policy but only to the extent that not doing so would be likely to prejudice the case in question.

If any NWCS Training Ltd operating premises receives a request from a court or any regulatory or law enforcement authority for information relating to a NWCS Training Ltd contact, the Data Manager must be notified immediately who will provide comprehensive guidance and assistance.

### **Data Protection Training**

All NWCS Training Ltd employees that have access to personal data will have their responsibilities under this policy outlined to them as part of their staff induction training. In addition, each NWCS Training Ltd operating premises will provide regular data protection training and procedural guidance for their staff.

The training and procedural guidance set forth will consist of, at a minimum, the following elements:

- the Data Protection Principles set forth in Section 3.5 above;
- each employee's duty to use and permit the use of personal data only by authorised persons and for authorised purposes;
- the need for, and proper use of, the forms and procedures adopted to implement this policy;
- the correct use of passwords, security tokens and other access mechanisms;
- the importance of limiting access to personal data, such as by using password protected screen savers and logging out when systems are not being attended by an authorised person;
- securely storing manual files, print outs and electronic storage media;
- the need to obtain appropriate authorisation and utilise appropriate safeguards for all transfers of personal data outside of the internal network and physical office premises;
- proper disposal of personal data by using secure shredding facilities;
- any special risks associated with particular departmental activities or duties.

### **Data Transfers**

NWCS Training Ltd operating premises may transfer personal data to internal or third party recipients located in another country where that country is recognised as having an adequate level of legal protection for the rights and freedoms of the relevant data subjects. Where transfers need to be made to countries lacking an adequate level of legal protection (i.e. Third Countries), they must be made in compliance with an approved transfer mechanism.

NWCS Training Ltd operating premises may only transfer personal data where one of the transfer scenarios list below applies:

- the data subject has given consent to the proposed transfer;
- the transfer is necessary for the performance of a contract with the data subject;
- the transfer is necessary for the implementation of pre-contractual measures taken in response to the data subject's request;

- the transfer is necessary for the conclusion or performance of a contract concluded with a third party in the interest of the data subject;
- the transfer is legally required on important public interest grounds;
- the transfer is necessary for the establishment, exercise or defence of legal claims;
- the transfer is necessary in order to protect the vital interests of the data subject.

#### Transfers between NWCS Training Ltd operating premises

In order for NWCS Training Ltd to carry out its operations effectively across its various NWCS Training Ltd operating premises, there may be occasions when it is necessary to transfer personal data from one NWCS Training Ltd operating premises to another, or to allow access to the personal data from an overseas location. Should this occur, the NWCS Training Ltd operating premises sending the personal data remains responsible for ensuring protection for that personal data.

NWCS Training Ltd handles the transfer of personal data between NWCS Training Ltd operating premises, where the location of the recipient entity is a Third Country, using the Binding Corporate Rules transfer mechanism. Binding Corporate Rules provide legally binding, enforceable rights on data subjects with regard to the processing of their personal data and must be enforced by each approved NWCS Training Ltd operating premises, including their employees.

When transferring personal data to another NWCS Training Ltd operating premises located in a Third Country, the following must be adhered to:

- ensure that the recipient NWCS Training Ltd operating premises is included on the approved list of NWCS Training Ltd operating premises subject to the NWCS Training Ltd 'Binding Corporate Rules Agreement'. The approved list is held and maintained by the Data Manager;
- only transfer the minimum amount of personal data necessary for the particular purpose of the transfer (for example, to fulfil a transaction or carry out a particular service);
- ensure adequate security measures are used to protect the personal data during the transfer (including password-protection and encryption, where necessary).

#### Transfers to third parties

Each NWCS Training Ltd operating premises will only transfer personal data to, or allow access by, third parties when it is assured that the information will be processed legitimately and protected appropriately by the recipient. Where third party processing takes place, each NWCS Training Ltd operating premises will first identify if, under applicable law, the third party is considered a Data Controller or a Data Processor of the personal data being transferred.

Where the third party is deemed to be a data controller, the NWCS Training Ltd operating premises will enter into, in cooperation with the Data Manager, an appropriate agreement with the controller to clarify each party's responsibilities in respect to the personal data transferred.

Where the third party is deemed to be a Data Processor, the NWCS Training Ltd operating premises will enter into, in cooperation with the Data Manager, an adequate processing agreement with the Data Processor. The agreement must require the Data Processor to protect the personal data from further disclosure and to only process personal data in compliance with NWCS Training Ltd instructions. In addition, the agreement will require the Data Processor to implement appropriate technical and organisational measures to protect the personal data as well as procedures for providing notification of personal data breaches. NWCS Training Ltd has a 'Standard Data Processing Agreement' document that should be used as a baseline template.

When a NWCS Training Ltd operating premises is outsourcing services to a third party (including cloud computing services), they will identify whether the third party will process personal data on its behalf and whether the outsourcing will entail any Third Country transfers of personal data. In either case, it will make sure to include, in cooperation with the Data Manager, adequate provisions in the outsourcing agreement for such processing and Third Country transfers. NWCS Training Ltd has a 'Standard Provisions for Outsourcing Agreement' document that should be used for guidance.

The Data Manager shall conduct regular audits of processing of personal data performed by third parties, especially in respect of technical and organisational measures they have in place. Any major deficiencies identified will be reported to and monitored by the NWCS Training Ltd Senior Management team.

### **Complaints Handling**

Data Subjects with a complaint about the processing of their personal data, should put forward the matter in writing to the Data Manager. An investigation of the complaint will be carried out to the extent that is appropriate based on the merits of the specific case. The Data Manager will inform the Data Subject of the progress and the outcome of the complaint within a reasonable period.

If the issue cannot be resolved through consultation between the Data Subject and the Data Manager, then the Data Subject may, at their option, seek redress through mediation, binding arbitration, litigation, or via complaint to the Data Protection Authority within the applicable jurisdiction.

### **Breach Reporting**

Any individual who suspects that a personal data breach has occurred due to the theft, destruction or exposure of personal data must immediately notify the Data Manager providing a description of what occurred. Notification of the incident can be made via email paul-sheron@nwcsLtd.uk.

The Data Manager will investigate all reported incidents to confirm whether or not a personal data breach has occurred. If a personal data breach is confirmed, the Data Manager will follow the relevant authorised procedure based on the criticality and quantity of the personal data involved. For severe personal data breaches, the Data Manager will initiate and chair an emergency response team to coordinate and manage the personal data breach response.

### **Publication**

3.25.1 This policy shall be available to all NWCS Training Ltd employees via an appropriate method – staff portal, email, post, or distributed during training events.

### **Storage/Authorised Access**

Where there is a requirement for manual files containing personal data to be held the following applies:

- Paper based information, when not being used, is to be kept secure at all times, preferably within a locked cabinet within a lockable office.
- Access to the office should be restricted to authorised personnel only.
- The retention of the manual files should be in line with group policy and procedure or contractual requirements, whichever is the longest.
- Appropriate facilities must be made available at all sites where personnel data is held in manual files.
- Any changes for NWCS retention should be reported to ESFA/LCRCA



### Impact

It is a requirement that there is 100% adherence to all collection, use, retention, transfer, disclosure and destruction of any personal data in accordance with this document

### Definitions

'Learners' refers to any individual that is undertaking learning activities with NWCS Training.

### Key Facts

Professionals providing this service should be aware of the following:

- Members of staff should ensure that they comply with the GDPR Data Protection Policy in relation to all data protection issues
- The GDPR Data Protection Policy is non-contractual and may be amended at any time.
- Any failure to comply with this policy can result in disciplinary action against the member of staff.

### Policy Review and Implementation

This policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This policy is specific to that of NWCS Training Ltd and has been ratified by Head of Centre Paul Sheron



31/01/2023