

Data Protection Policy

Introduction

1.1 All Electrical Training Ltd (AET) collects, holds, and processes data about its learners, employees, applicants, contractors and other individuals in order to carry out its business and organisational functions.

1.2 Data Protection legislation defines 'personal data' as any information relating to an identified, or an identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person. Personal data also includes any expression of opinion about the data subject and what is intended for them.

1.3 AET is committed to protecting the rights and freedoms of individuals with respect to the processing of their personal data.

Purpose and Scope

2.1 The purpose this policy is to ensure compliance with the General Data Protection Regulation (GDPR) and related European Union (EU) and national legislation ('Data Protection legislation'). Data Protection legislation applies to the processing of personal data about living identifiable individuals ('data subjects').

2.2 AET is registered with the Information Commissioner's Office (ICO) as a Data Controller - Registration No ZA510375 and its overall rating as of 8th May 2021 was Green. The policy incorporates guidance from the ICO and outlines how AET will discharge its duties and obligations to comply with Data Protection legislation.

2.3 This policy applies to all parts of AET and to all personal data held and processed by the Company. This includes data held in any system or format, whether electronic or manual.

2.4 This Policy applies to all members of staff except when acting in a private capacity. The term 'staff' means anyone working in any context within AET. This includes but is not limited to temporary, visiting, casual, voluntary and agency workers and contractors. This Policy also applies to all locations from which personal data is stored and accessed including off-site.

2.10 This policy should be read in conjunction with responsibilities and obligations outlined in the following documents, which supplement this policy where applicable:

- Staff employment contracts and comparable documents which impose confidentiality obligations in respect of information held by AET.
- Any other contractual obligations or staff policies which impose confidentiality or data management obligations in respect of information held by AET.
- The Records Policy which govern the appropriate retention and disposal of AET information and information on what to do in the instance of a Data Breach taking place.

Policy Statement

3.1 AET is committed to complying with Data Protection legislation through its everyday working practices.

3.2 Complying with Data Protection legislation may be summarised as, but is not limited to:

- Understanding, and applying as necessary, the data protection principles when processing personal data.
- Understanding, and fulfilling when necessary, the rights given to data subjects under Data Protection legislation.

- Understanding, and implementing as necessary, the company's obligations under Data Protection legislation.

3.3 In accordance with Data Protection legislation, additional conditions and safeguards will be applied to ensure that special category data (sensitive personal data) is handled appropriately. Special category personal data is information relating to an individual's:

- race or ethnic origin
- political opinions
- religious beliefs or other beliefs of a similar nature
- trade union membership
- genetic data
- biometric data (where used for identification purposes)
- health
- sex life or sexual orientation

3.4 Criminal convictions or offences (alleged or proven) are not technically defined as special category personal data but are afforded similar protections.

Data Protection Principles

4.1 Data Protection legislation requires that AET, its staff and others who process or use any personal information, comply with the data protection principles.

4.2 The data protection principles state that personal data should be:

- processed lawfully, fairly and in a transparent manner.
- collected for specified, explicit and legitimate purposes.
- adequate, relevant, and limited to what is necessary.
- accurate and where necessary kept up to date.
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which those data is processed.
- processed in a manner that ensures appropriate security of the personal data.

4.3 Accountability is central to Data Protection legislation, and Data Controllers are responsible for compliance with the principles and must be able to demonstrate this to data subjects and the UK regulator, the ICO.

Data Subject Rights

5.1 The rights given to data subjects under Data Protection legislation are:

- the right to be informed.
- the right of access to the information held about them (through a Subject Access Request)
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- rights in relation to automated decision-making and profiling

5.2 Under Data Protection Regulation legislation, data subjects have the right of access to their personal data held by AET.

5.3 Any individual who wishes to exercise this right should make the request through submitting an Individual Rights Form – Appendix A.

Roles and Responsibilities

6.1 As a Data Controller (or when acting as a joint Data Controller or a Data Processor), AET has a responsibility for the following:

- complying with Data Protection legislation and holding records to demonstrate this
- cooperating with the ICO, as the UK regulator of Data Protection legislation
- responding to regulatory / court action and paying administrative levies and fines issue by the ICO

6.4 AET's Data Protection Officer is Director Colin Harris and he is responsible for:

- monitoring AET's compliance with Data Protection legislation including managing internal data protection activities, raising awareness, training,
- acting as AET's point of contact for the ICO with regard to Data Protection legislation
- acting as an available point of contact for data subjects.
- handling Individual Rights requests.
- advising on, managing and / or handling Data Protection Impact Assessments, data subject complaints, and personal data breaches.
- ensuring that all staff are aware of this policy and understand the role of data protection principles in their day-to-day working practices through induction, training, and performance monitoring.
- ensuring that personal data is processed in line with this policy and associated policies and procedures.
- Conducting internal and external audits to ensure compliance with Data Protection legislation.

6.7 Compliance with Data Protection legislation is the personal responsibility of all members of AET who process personal data.

6.8 New members of staff are required to complete training as part of their induction.

6.9 Staff members, as appropriate for their role and in order to enable AET to comply with Data Protection legislation, are responsible for:

- completing training
- ensuring that any personal data they process adheres to this policy.
- ensuring any personal data, they process complies with the data protection principles.
- following relevant advice, guidance and tools / methods provided in relation to information governance.
- when processing personal data on behalf of AET, only using it as necessary for their contractual duties and not disclosing it unnecessarily or inappropriately.
- recognising, reporting internally with immediate effect, and cooperating with any remedial work arising from personal data breaches.
- recognising, reporting internally with immediate effect, and cooperating with the fulfilment of Individual Rights requests.
- ensuring they do not disclose personal data to a third party without establishing prior consent of the individual has been provided. This also includes information that would confirm whether or not an individual is or has been an applicant, learner, contractor or employee of AET. AET may have a duty to disclose personal data to authorised bodies, such as the police and awarding bodies (e.g., City & Guilds) in order to comply with its legal or statutory obligations under Data Protection legislation.

6.11 Any breach of this policy may be treated as misconduct under AET's relevant disciplinary procedures and could lead to disciplinary actions.

UK GDPR

7.1 This policy was last reviewed in May 2021 and as AET, at present, does not data flow with the EU/EEA. UK GDPR does not apply.

Individuals Rights Form

Under the Data Protection legislation, individual's rights have been strengthened. You can complete this form to make an application under those rights.

AET is obliged to respond to your request within the statutory one calendar month of receipt.

* *Must be completed.*

Part A: Your details

Name*	
Title	
First *	
Last *	
Date of birth*	DD/MM/YYYY
Address* <i>Address Line 1</i> <i>Address Line 2</i> <i>City / Town</i> <i>County</i> <i>Postcode</i>	
Email address*	
Telephone number	
Upload identification documentation*	Please upload a photograph or scan of identification documentation, such as a birth certificate, passport, driving licence or other ID card. Failure to provide such documentation may delay the progress of your request, as AET will not release personal data to you unless we are fully satisfied as to your identity. Accepted file types: jpg, png, pdf, gif, jpeg.

Part B: Your data rights

Which data right(s) do you wish to exercise? *

Right to be informed	<input type="checkbox"/>
Right of rectification	<input type="checkbox"/>
Right to restrict processing	<input type="checkbox"/>
Right to object to the use of your data	<input type="checkbox"/>

Rights of access	<input type="checkbox"/>
Right to erasure	<input type="checkbox"/>
Right to data portability	<input type="checkbox"/>
Right about automated decision-making profiling	<input type="checkbox"/>

Your request*

Please provide a clear description of the right you wish to exercise. For example, if you wish to request access to data held about you, please include, where possible, dates, individuals and/or any additional information which will enable us to execute your request in a timely manner.

Part C: Declaration

Consent*

I hereby request, under the provisions of the GDPR (General Data Protection Regulation) 2016 and the Data Protection Act 2018, that AET undertakes my request as outlined above, of which I am the data subject.

I certify that the information given on this form to AET is true and provides consent for this request to be processed. I understand that it is necessary for AET to confirm my identity.

I agree to the privacy policy.

** Must be completed*

Once completed please return by email to:

admin@tradecentretraining.com

or by post to:

AET Ltd, Harris House, The Pinnacles, Harlow, Essex CM19 5AN