

Data Protection and GDPR Policy

Policy Owner: Cubitt Education Ltd

Approved by: Sadie Walters

Date: 04.08.2025

Review Date: 04.08.2026

1. Policy Statement

[Your Organisation Name] is committed to protecting the privacy and security of all personal data we process. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, ensuring that personal information is handled lawfully, fairly, and transparently.

This policy applies to all staff, contractors, learners, and clients, and covers data collected and processed in connection with:

- Apprenticeship delivery and assessment
- CPD and corporate training provision
- Administrative functions, marketing, and stakeholder engagement

2. Purpose of the Policy

The purpose of this policy is to:

- Ensure compliance with data protection laws.
- Protect the rights of learners, staff, and clients.
- Outline responsibilities for processing and safeguarding personal data.
- Provide guidance on handling personal data in face-to-face and online delivery environments.

3. Legal Framework

This policy is based on:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)

- Freedom of Information Act 2000 (where applicable)

4. Principles of Data Protection

We adhere to the seven key principles of the UK GDPR:

1. **Lawfulness, fairness, and transparency** – Process data lawfully, fairly, and openly.
2. **Purpose limitation** – Collect data for specified, legitimate purposes only.
3. **Data minimisation** – Limit data collection to what is necessary.
4. **Accuracy** – Keep data accurate and up to date.
5. **Storage limitation** – Keep data for no longer than necessary.
6. **Integrity and confidentiality** – Ensure appropriate security of personal data.
7. **Accountability** – Demonstrate compliance with these principles.

5. Types of Data We Process

We may process:

- **Learner data:** Name, contact details, date of birth, qualifications, learning records, assessments.
- **Staff data:** Name, contact details, employment history, payroll information.
- **Client and corporate contact data:** Organisation name, contact person, role, email, phone number.
- **Special category data:** Information relating to disabilities, health conditions, ethnicity (only where necessary and with consent).

6. Lawful Basis for Processing

We process data under one or more of the following lawful bases:

- Consent (freely given, informed, and withdrawable)
- Contract (processing necessary for a contract with the data subject)
- Legal obligation (e.g., safeguarding, HMRC requirements)
- Legitimate interests (where processing is necessary for our business operations)

7. Data Security Measures

Physical Security:

- Secure storage for paper records (locked cabinets).
- Controlled access to offices and training rooms.

Digital Security:

- Password-protected devices and systems.
- Encrypted storage and secure backups.
- Role-based access control to sensitive data.
- Anti-virus and firewall protection.

Online Delivery Security:

- Use of secure, approved platforms for virtual training (e.g., Zoom, Teams).
- Encrypted meeting links and password protection.
- No recording of sessions without consent.

8. Data Sharing

We will only share personal data with:

- Awarding bodies and apprenticeship end-point assessment organisations (where required).
- Funding agencies and regulatory authorities.
- Employers (for apprenticeship learners, where relevant).
- Safeguarding agencies (where there is a risk of harm).

We will not sell personal data to third parties.

9. Data Retention

We will retain personal data only for as long as necessary to fulfil the purpose for which it was collected, or to meet legal/regulatory requirements. Retention schedules are set out in our Data Retention Procedure.

10. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Rectify inaccurate data
- Request erasure of data
- Restrict processing
- Object to processing
- Data portability
- Withdraw consent (where applicable)

Requests will be handled in line with our Data Subject Access Request Procedure.

11. Breach Management

Any data breach (loss, theft, or unauthorised access of personal data) must be reported immediately to the Data Protection Officer (DPO). We will assess the breach and, where required, report it to the Information Commissioner's Office (ICO) within 72 hours.

12. Staff Responsibilities

All staff must:

- Complete annual data protection training.
- Follow this policy and related procedures.
- Report any concerns or breaches immediately.

13. Policy Review

This policy will be reviewed annually or sooner if legislation changes or significant data protection risks are identified.

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