



Elysium Training

Data Protection Policy

Policy statement:

This policy document defines the data protection policy for Elysium Training Limited. It applies to all person-identifiable information obtained and processed by the organisation and its employees. It sets out:

- The organisation's policy for the protection of all person-identifiable information that it processes
- Establishes the responsibilities (and best practice) for data protection
- References the key principles of the Data Protection Act 1998 and GDPR
- That data is collected only for valid purposes that we have clearly explained to you, and not used in a way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited to only those purposes

The organisation intends to comply with the requirements of the Data Protection Act 1998 ('Act') and from 25th May 2018 with the General Data Protection Regulation (Regulation (EU) 2016/679) ('GDPR') in so far as it affects the organisation's activities.

Scope:

This data protection policy:

- Covers the processing of all personal information whose use is controlled by the organisation
- Covers all personal information handled, stored, processed or shared by the organisation whether organised and stored in physical or IT record systems
- Applied to all staff, applicants, students, contractors, partnership organisations and partner staff of the organisation

Introduction:

The organisation needs to collect and use data for a number of purposes about its staff, applicants, students and other individuals who come into contact with the organisation. In collecting and using this data, the organisation is committed to protecting an individual's right to privacy with regard to the processing of personal data and this policy has been implemented to support this commitment.

This policy sets out the rules that all staff, students, contractors, partnership organisations and partner staff who process or use any personal information on behalf of the organisation are subject to in order to ensure that the organisation is compliant with its data protection obligations.

The Act and, from 25 May 2018, the GDPR govern the collection, holding, processing and retention of all personal data relating to individuals. The purpose being to ensure that those organisations and individuals, who collect, store and use that data do not abuse it, and process the data in accordance with the following Data Protection Principles that personal data shall:

- Be processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Be accurate and kept up to date
- Not be kept for longer than is necessary for those purposes
- 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

- Establishes the responsibilities (and best practice) for data protection
- References the key principles of the Data Protection Act 1998 and GDPR.

The organisation and its staff, students, contractors, partnership organisations and partner staff that process or use personal data on behalf of the organisation must comply and be able to demonstrate compliance with these principles and ensure that they are followed at all times. The Act and the GDPR covers all personal data that is held electronically, including databases, email and the Internet as well as manual filing systems e.g. paper records.

Data Controller: Elysium Training Ltd, 3000 Hillswood Drive Hillswood Business Park, Chertsey KT16 0RS

Data Protection Officer: Louise Freeman, Managing Director

Policy Status:

This policy is not part of the formal contract of employment, but it is a condition of all employment contracts that employees will follow the rules and policies created by the organisation from time to time. Failure to follow the policy can result in disciplinary action being taken.

All partner and contractor agreements must include appropriate data protection clauses relating to the organisation's Data Protection Policy and approved procedures for recording, using and/or processing personal data.

Responsibilities:

The legal responsibility for compliance lies with the organisation who is the 'data controller' registered as such with the Information Commissioner's Office (Registration Number No. Z2159647) and any 'data processor' that processes personal data on behalf of the organisation.

Responsibility for compliance is delegated to the appointed Data Protection Officer who is also responsible for encouraging data processing best practice within the organisation. However, compliance with this policy is the responsibility of everyone within the organisation who processes personal information.

Lawful Basis for Processing:

It is necessary for the organisation to collect, process and use learner data in order to perform the contract between the student and the organisation in providing teaching and education support services and a condition of staff employment that they agree to the organisation is processing certain personal information as part of the organisation's obligations.

Some processing activities may also be carried out under the following legal bases; a legal obligation, where it is necessary to protect the vital interests of a student or another party, where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority, or where it is necessary for legitimate interests to be pursued by the organisation or a third party. Where any of these legal bases do not apply, the consent of an individual to process their personal data will be sought.

In most cases, the organisation can only process personal information that is categorised as "sensitive personal data" under the Act or "special category personal data" under the GDPR with the explicit consent of the individual whom the data concerns; this includes information about an individual's racial or ethnic origin, political opinions, gender, religion and beliefs, sexual orientation, physical or mental health or trade union membership with the addition of genetic and biometric data under the GDPR.

“Sensitive personal data” or “special category personal data” may also be collected and processed by the organisation on the legal basis of, employment or social security/protection requirements, protecting the vital interests of the individual or another party, the exercise or defence of a legal claim, reasons of substantial public interest, purposes of medical or health care or where the information has been made public by the individual, including for the purpose of scientific, research or statistical purposes. Any processing will be proportionate and relate to the provision of services by the organisation.

Information Disclosure:

The organisation requires all staff, students, contractors, partnership organisations and partner staff to be vigilant and exercise caution when asked to provide personal data held on another individual. In particular, they must ensure that personal information is not disclosed either orally or in writing to any unauthorised personnel.

Data Processing:

As and when staff, students, contractors, partnership organisations and partner staff are required to collect personal data, they must adhere to the requirements of this policy and any applicable local guidelines.

Learners may process personal data in connection with their studies. This applies whether or not those activities are carried out on equipment owned by the organisation and whether or not they are carried out within the organisation’s premises. If they do, they should be advised to inform their trainer, who will make any necessary enquiries with the Data Protection Officer.

Data Security:

All staff, learners, contractors, partnership organisations and partner staff must ensure that any personal information, which they hold, is kept securely and that they take appropriate security precautions by seeking to ensure the following:

- Source documents are kept in a lockable cabinet or drawer or room;
- Computerised data is password protected;
- Personal information is not disclosed orally or in writing, or in any other way, intentionally or otherwise to any unauthorised personnel;
- Data kept on discs or data storage devices are stored securely and encrypted;
- Ensure individual passwords are kept confidential and are not disclosed to other personnel enabling log-in under another individual’s personal username and password;
- Logged on PCs are not left unattended where data is visible on screen to unauthorised personnel;
- Screensavers are used at all times;
- Paper-based records must never be left where unauthorised personnel can read or gain access to them.
- When manual records are no longer required, they should be shredded or bagged and disposed of securely and the hard drives of redundant PCs should be wiped clean.
- Off-site use of personal data presents a greater risk of loss, theft or damage and the institutional and personal liability that may accrue from the off-site use of personal data is similarly increased. For these reasons, staff and others should:
- Only take personal data off-site when absolutely necessary and for the shortest possible time;
- Take particular care when laptops or personal machines are used to process personal data at home or in locations outside of the organisation, they are kept secure at all times.

Different types of information require different security measures. Proper classification is vital to ensuring effective data security and management. The Information Classification Guidance at Appendix 1 determines how different types of information should be managed and is applicable to all information held by the organisation.

Data Processing Register:

In order to understand and manage the risks to the organisation's information it is necessary for the organisation to keep and maintain a data processing register detailing the personal information that the organisation holds and processes in all areas of the organisation.

Responsibility for maintaining and keeping up-to-date schedules of the data processing register, which relate to the areas of activity in the organisation, shall be delegated to the Data Protection Officer. The Data Protection Officer shall be custodian of the data processing register.

Data Security Breaches:

A personal data breach means 'a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed'.

All information security incidents and data breaches must be reported promptly so the risk to individuals, the organisation and others can be contained and prevented where possible. Any personal data breach that is likely to result in a risk to an individual's rights and freedoms must be reported to the Information Commissioner's Office within 72 hours after becoming aware of the breach and if there is the likelihood of a high risk to an individual's rights and freedoms, report the breach to those that have been affected.

Any student, staff, contractor, partnership organisations, partner staff or individual that processes, accesses, uses or manages personal data on behalf of the organisation is responsible for reporting information security incidents and data breaches. Information security incidents and data breaches must be reported to the Data Protection Officer at Privacy@elysium-training.co.uk following the Data Security Breach Management Procedure at Appendix 2.

All staff should be aware that any breach of the Data Protection Act 1998 and, from 25 May 2018, with the General Data Protection Regulation could result in the organisation's disciplinary procedures being instigated.

Rights of Individuals:

Under the Act and the GDPR, an individual has the following rights:

- To request access to information held about them, the purpose for which the information is being used and those to whom it is, has or can be disclosed to;
- To prevent data processing that is likely to cause distress or damage;
- To prevent data processing for direct marketing reasons;
- To be informed about the reasons behind any automatic decision made;
- To seek compensation if they suffer damage as a result of any breach by the Data Controller;
- To take action to stop the use of, rectify, erase, or dispose of inaccurate information;
- To ask the Information Commissioner to assess if any personal data processing has not been followed in accordance with the data protection principles.

Under the GDPR, an individual has the following additional rights:

- To be forgotten, that is their details to be removed from systems that the organisation uses to process personal data;
- To restrict the processing of personal data in certain situations;
- To seek compensation if they suffer damage as a result of any breach by a Data Processor;
- To object to the processing of personal data in certain situations for example, sending and receipt of direct marketing material;

- To data portability - obtain a copy of their data in a commonly used electronic form in order to provide it to other organisations;
- To object to automated decision making and profiling – object to decisions made by auto-mated means without human intervention in certain circumstances;
- To withdraw consent where that is the legal basis of the organisation’s processing personal data.

Access to Personal Data:

Subject to exemptions, any individual who has personal data kept about them at the organisation has the right to request in writing a copy of the information held relating to the individual in electronic format and also in manual filing systems. Any person who wants to exercise this right should in the first instance make a written request to the organisation, using the organisation’s ‘Subject Access Request Form’. A copy of this can be obtained by requesting it from Privacy@elysium-training.co.uk

Under the GDPR, the organisation will provide the information free of charge. However, a fee may be charged when a request is manifestly unfounded, excessive or repetitive taking into account the administrative costs of providing the information or the organisation may refuse to respond to the request. A fee may also be charged for further copies of the same information.

After receipt of a written request, the fee and any information needed as proof of identity of the person making the request, the organisation will ensure that the individual receives access within 1 calendar month, unless there is a valid reason for delay, or an exemption is applicable.

An individual can make a subject access request via a third party, including by a solicitor acting on behalf of a client. In these cases, and prior to the disclosure of any personal information, the organisation would need to be satisfied that the third party making the request is entitled to act on behalf of the individual and would require evidence of this entitlement.

Whilst there is no limit to the number of subject access requests an individual can make to any organisation, the organisation is not obliged to comply with an identical or similar request to one already dealt with, unless a reasonable interval has elapsed between the first request and any subsequent ones.

Direct Marketing:

(The communication by whatever means of any advertising or marketing material which is directed to individuals)

An individual has the right to prevent his/her personal data being processed for direct marketing. An individual can, at any time, give written notice to stop (or not begin) using their personal data for direct marketing. Any individual can exercise this right, and if the organisation receives a notice then it must comply within a reasonable period.

Accuracy of Data:

Staff are responsible for:

- Ensuring that any information they provide to the organisation relating to their employment is accurate and up to date;
- Informing the organisation of any information changes, i.e. change of address;
- Checking the information that the organisation may send out from time to time giving details of information kept and processed about staff.
- Students must also ensure that all data provided to the organisation is accurate and up to date by either notifying the data and compliance team at

- The organisation cannot be held responsible for any errors unless the member of staff or student has informed the organisation about them.

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Retention and Disposal of Data:

The organisation is not permitted to keep personal information of either students or staff for longer than is required for its purpose. However, some data will be kept longer or in perpetuity to comply with statutory or funding body requirements.

Personal and confidential information will be disposed of by means that protect the rights of those individuals i.e., shredding, disposal of confidential waste, secure electronic deletion in accordance with the Document Retention Policies.

Complaints:

The organisation is dedicated to being compliant with the Act and, from 25 May 2018, the GDPR. Individuals, any member of staff, applicant or a student wishing to report concerns should, in the first instance, contact the Data Protection Officer who will aim to resolve any issue:

Data Protection Office:

3000 Hillswood Drive Hillswood Business Park,
Chertsey
KT16 0RS

Email: Privacy@elysium-training.co.uk

If the individual, member of staff or student feels the complaint has not been dealt with to their satisfaction, he/she can formally complain to the Registrar.

Information Commissioner's Office Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113 Internet: www.ico.org.uk

Location, Access and Dissemination of the Policy:

Overall responsibility for the policy implementation rests with the Registrar. However, all staff and/or students are obliged to adhere to, support and implement this policy.

For useful information and advice on data protection contact: www.ico.org.uk. Data Protection Officer This policy will be made available on the organisation's website to all staff, applicants, students and external third parties.