

Data Protection



Policy

1.

Do-Cornwall is committed to following all rules and principles of data protection as outlined below.

- I. Data will be obtained fairly and lawfully
- II. Data will be for a specified and lawful purpose
- III. Data will be adequate, relevant and not excessive for the purpose of collection
- IV. Data will up to date and accurate
- V. Data will only be kept as long its purpose necessitates
- VI. Data will be processed in accordance with the legal rights of the subject
- VII. Data will be safe from unauthorised access, accidental loss or destruction
- VIII. Data will not be transferred to or shared except where agreed by the subject, required by law or in the published conditions of the awarded qualification.

2.

Subjects have the right to:

- I. Access any information held on them by Do Cornwall.
- II. Know why it is held
- III. Know how to ensure it is up to date
- IV. Know how Do-Cornwall protects it and complies with Data Protection Laws and Legislations

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4.

Do Cornwall only collect and retain data on clients and staff during normal administrative tasks.

5.

Do-Cornwall ensures that:

- I. Data is always held securely in accordance with best practice, such as locked cabinet or password protected digital access.
- II. Any course paperwork containing identifiable personal information remain out of sight until such time as they are properly secured.
- III. Data is not shared in any form with any party in the absence of specific agreement from the subject of that data.
- IV. All trainers assessors are bound by the Do Cornwall policy on data collection and storage.

6.

Data is retained only for as long as is necessary which being five years or the lifetime of the qualification and is destroyed in a responsible manner which leaves information unidentifiable.

7.

Where a breach of data laws or policy are believed to have occurred then the formal complaint procedure should be followed.