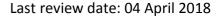




# **Data Protection**



**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:

- 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

#### 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.

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