

A2E First Aid Training

Data Protection Policy

1. Introduction

1.1 A2E First Aid Training (A2E) is committed to the rules of data protection and abiding by the eight data protection principles. These are the principles that must be satisfied when obtaining, handling, processing, moving and the storage of personal data.

1.2 As a first aid training centre, A2E needs to collect and process information as required by ITC First awarding body and its regulators. A2E is therefore considered the Data Controller and its course candidates and employees the Data Subjects.

2. The 8 Data Protection Principles

- a) Data must be obtained and processed fairly and lawfully
- b) Data must be obtained for a specified and lawful purpose
- c) Data must be adequate, relevant and not excessive for its collection purpose
- d) Data must be accurate and kept up to date
- e) Data must not be kept for longer than is necessary for its purpose
- f) Data must be processed in accordance with the Data Subject's rights
- g) Data must be kept safe from unauthorised access, accidental loss or destruction
- h) Data must not be transferred to a country outside the European Economic Area

3. Data Subjects Rights

- a) To know what information is held by A2E about them and why
- b) Know how to gain access to it
- c) Know how to keep it up to date
- d) Know what A2E does to ensure compliance with its legal obligations

4. Data Collection

4.1 A2E collects data as part of the booking and registration process of qualification delivery, also for purposes of course evaluation.

A2E also collects and retains data as part of their A2E trainer and staff administrative tasks

5. Data Storage

5.1 A2E will ensure that:

- a) Data is held securely i.e. password protected computer, locked cabinets/drawers, encrypted, computers, appropriate virus/data protection software
- b) Course registrations (which includes, name, address, contact details, colour, race, signature) are removed from sight and access of other course candidates immediately after completion
- c) Data is not disclosed or shared orally or in writing to any unauthorised party
- e) For ITC courses A2E will download candidate data to their part of the ITC website and promptly submit all documentation to ITC*. Data submitted will only be viewable via individual unique User log on and password of A2E and ITC First. *Any original documents required to be stored by A2E will be stored securely.
- f) A2E will not share their log on and passwords with any unauthorised individuals or companies

6. Data Retention

6.1 A2E will retain any data in accordance with ITC retention periods, currently 5 years. A2E will review its necessity to retain data once it has been submitted and accepted by ITC.

7. Data Destruction

7.1 A2E will ensure it destroys data in a confidential manner i.e. shredding of paper documents, deletion from computer systems.

7.2 A2E will ensure it does not retain data longer than is required for the purpose of training, invoicing/collection of fees, certification and insurance.

8. Subject Access

8.1 Any party who has provided personal data to A2E have the right to request what information is stored and its content.

8.2 Access request may be made in writing by letter or email to the A2E Director who will discuss the request with the data subject.

8.3 Data will be provided in accordance with the subject's Rights of Access under the Data Protection Act or from May 2018 the EU General Data Protection Regulation (GDPR).

8.4 Anyone who wishes their email address to be removed from A2E First Aid's email course notification and reminder service can request this in writing/ by email to A2E. To have their email removed from the ITC email list they will need to contact ITC First direct (See ITC First's P12 Automatic Email Policy <https://www.itcfirst.org.uk/policies/policies/1.htm>)

8.5 Photographs will only be taken and shared (e.g. on the A2E website, Facebook, or other social media) with the verbal and/or written consent of the subject.

8.6 Course evaluations and testimonials if posted on the A2E website or Facebook page will only display client's names with their permission.

9. Breaches of Data Protection

9.1 Breaches or suspected breaches should be reported to the A2E Director who will make the necessary investigations and provide a response to the informant within 3 weeks of receipt. Breaches may also be raised with ITC First by contacting their office either via email, telephone or in writing.

Cara Allison
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Next review due when necessary