

DATA PROTECTION

POLICY DOCUMENT



Introduction

The purpose of this Data Protection Policy is to outline the principles and practices that Empower Training Group follows in the collection, processing, storage, and protection of personal data. We are committed to ensuring that personal data is handled in compliance with relevant data protection laws and regulations, safeguarding the rights of individuals.

Scope

This policy applies to all employees, contractors, and third parties who have access to personal data processed by Empower Training Group. It covers all types of personal data collected and processed in the course of our training services.

Definitions

Personal Data: Any information that relates to an identified or identifiable individual (data subject), including names, contact details, and any other information that can be used to identify a person.

Processing: Any operation performed on personal data, including collection, storage, use, and deletion.

Data Subject: An individual whose personal data is being processed.

Data Protection Principles

Empower Training Group adheres to the following data protection principles:

Lawfulness, Fairness, and Transparency

Personal data will be processed lawfully, fairly, and in a transparent manner. Individuals will be informed about the purposes of data collection and processing.

Purpose Limitation

Personal data will only be collected for specified, legitimate purposes and not further processed in a manner incompatible with those purposes.

Data Minimisation

Only personal data that is necessary for the purposes of processing will be collected and maintained.

Accuracy

Personal data will be kept accurate and up to date. Individuals have the right to request corrections to inaccurate data.

Storage Limitation

Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law.

Integrity and Confidentiality

Personal data will be processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

Data Collection and Use

Types of Personal Data Collected

Empower Training Group may collect the following types of personal data:

- Contact information (e.g., name, email address, phone number, Address, Date of Birth)
- Payment information (e.g., credit card details for course fees)
- Medical Information (e.g., Disabilities)
- Training history and assessments
- Feedback and evaluations

Purpose of Data Collection

Personal data will be collected for the following purposes:

- To process registrations and payments for training courses.
- To communicate with participants regarding course details, updates, and feedback.
- To assess and improve the quality of our training programs.
- To comply with legal obligations.
- To comply with awarding body obligations.

Legal Basis for Processing Personal Data

Empower Training Group processes personal data based on one or more of the following legal bases:

- **Consent:** The individual has given clear consent for us to process their personal data for a specific purpose.
- **Contractual Necessity:** Processing is necessary for the performance of a contract with the individual or to take steps at their request before entering into a contract.
- **Legal Obligation:** Processing is necessary for compliance with a legal obligation to which Empower Training Group is subject.
- **Legitimate Interests:** Processing is necessary for the purposes of legitimate interests pursued by Empower Training Group or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the individual.



Data Sharing and Disclosure

Third Parties

Personal data may be shared with trusted third parties to facilitate the delivery of training services, such as payment processors and awarding organisations. All third parties are required to comply with data protection laws and maintain the confidentiality of personal data.

Legal Requirements

Empower Training Group may disclose personal data if required to do so by law or in response to valid requests by public authorities.

Data Subject Rights

Individuals have the following rights regarding their personal data:

- **Right to Access:** The right to request a copy of the personal data we hold about them.
- **Right to Rectification:** The right to request corrections to any inaccurate or incomplete personal data.
- **Right to Erasure:** The right to request the deletion of personal data under certain conditions.
- **Right to Restrict Processing:** The right to request the restriction of processing of their personal data under certain circumstances.
- **Right to Data Portability:** The right to request the transfer of their personal data to another organization in a structured, commonly used format.
- **Right to Object:** The right to object to the processing of their personal data based on legitimate interests or direct marketing.

Data Security

Security Measures

Empower Training Group implements appropriate technical and organisational measures to protect personal data from unauthorised access, loss, or destruction. This includes:

- Use of encryption for sensitive data.
- Regular security assessments and audits.
- Restricted access to personal data on a need-to-know basis.

Data Breach Notification

In the event of a data breach, Empower Training Group will promptly assess the risk to individuals and report the breach to the relevant authorities and affected individuals, as required by law.



Training and Awareness

All employees and contractors of Empower Training Group will receive training on data protection and privacy to ensure that they understand their responsibilities in handling personal data and the importance of safeguarding this information.

Policy Review

This Data Protection Policy will be reviewed every Three Years and updated as necessary to ensure compliance with applicable laws and regulations and to reflect any changes in our data processing practices.

For any questions, concerns, or requests regarding this Data Protection Policy or the handling of personal data, please contact: DPO@empowertraining.uk

Responsible Person:

HR Manager

Date of Approval:

01 August 2024

Approved By:

Chief Executive Officer

Review Date:

Three Years

