PRO PERFORMANCE TRAINING LTD
DATA PROTECTION POLICY

A Introduction

Everyone has rights regarding the manner in which their personal data is handled. During the course of our activities we will collect, store and otherwise process personal information about a variety of individuals with whom we have (or have had) contact.

B Scope of the Policy

This policy sets out Pro Performance Training LTD requirements regarding data protection and the legal conditions which must be satisfied in relation to the processing of personal data, where processing includes collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

We may be required to process a variety of information about current, past and prospective employees and students, service providers, suppliers, and any others with whom we have contact. This information may be held on paper or electronically or on other media and is subject to certain legal safeguards specified in data protection legislation (the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018 (the DPA)) and other regulations. The data protection legislation sets out how that information should be handled and imposes restrictions on how we may use it.

C Policy statement

Pro Performance Training LTD takes its responsibilities under data protection legislation and the requirement to treat personal information in an appropriate and lawful manner very seriously and as such, complies with the data protection principles, as set out in the Data Protection Act 2018 (the DPA).

D Responsibilities

This policy applies to all employees, including temporary, casual and contract, as well as any contractors or service providers acting on behalf of Pro Performance Training LTD.

The Chief Executive Officer has overall responsibility for ensuring Pro Performance Training LTD complies with the data protection legislation and with this policy. Chief Executive Officer is supported in this responsibility by the senior faculty members of Pro Performance Training LTD -

This policy is reviewed annually by the Chief Executive Officer and senior faculty staff. Recommendations for any amendments are discussed and if agreed, implemented. Pro Performance Training LTD will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.