Data Protection & Record Retention Policy

Effective Date: March 2025
Review Date: December 2027

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1. Purpose
Achieve UK Training Ltd is committed to protecting the personal data of its employees, clients, and stakeholders. This policy outlines how we collect, process, store, and dispose of data while ensuring compliance with relevant data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope
This policy applies to all employees, contractors, and third parties who handle personal data on behalf of Achieve UK Training Ltd.

3. Data Protection Principles
We adhere to the following principles when processing personal data:

- **Lawfulness, Fairness, and Transparency**: Data is collected and processed fairly and lawfully.
- **Purpose Limitation**: Data is collected for specific, legitimate purposes and not used beyond those purposes.
- **Data Minimisation**: Only necessary data is collected and retained.
- **Accuracy**: Data is kept accurate and up to date.
- **Storage Limitation**: Data is retained only as long as necessary.
- **Integrity and Confidentiality**: Data is processed securely to prevent unauthorized access.

4. Data Collection and Processing
Achieve UK Training Ltd collects and processes personal data for:

- Employee records and payroll management.
- Client training and certification records.
- Compliance with legal and regulatory obligations.
- Business operations and customer service improvement.

5. Data Retention Periods
We retain data only for as long as necessary to fulfill its purpose, in accordance with legal and regulatory requirements:

- **Employee Records**: Retained for 6 years after termination of employment.
- **Client Training Records**: Retained for 5 years unless longer retention is legally required.
- **Financial and Transactional Records**: Retained for 6 years for auditing and tax purposes.
- **Marketing Data**: Retained until consent is withdrawn.

6. Data Security and Access Control

- Access to personal data is restricted to authorized personnel only.
- Physical and digital security measures, including encryption and secure storage, are implemented.
- Regular audits are conducted to ensure compliance with data protection policies.

7. Rights of Data Subjects
Individuals have the right to:

- Access their personal data.
- Request correction or deletion of inaccurate or unnecessary data.
- Withdraw consent for data processing.
- Object to data processing for direct marketing purposes.
- File a complaint with the Information Commissioner's Office (ICO).

8. Data Breach Management
In the event of a data breach:

1. The breach will be assessed and documented.
2. Affected individuals and relevant authorities will be notified if necessary.
3. Corrective measures will be implemented to prevent recurrence.

9. Review and Amendments
This policy is reviewed annually and updated as necessary to comply with evolving data protection regulations.

For any further queries, please contact us at contact@achieveuktraining.com or visit www.achieveuktraining.com.

Approved by:
Manav Arora
Director and Head
01 March 2025