GDPR and Data Protection Policy
Effective Date: March 2026
Review Date: December 2027

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ICO Registration Reference: ZB064096 (ICO Registered)

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1. Purpose

Achieve UK Training Ltd is committed to protecting the privacy and personal data of all learners, staff, contractors, and stakeholders in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines how personal data is collected, processed, stored, and protected, ensuring transparency, security, and accountability across all operations, including training, assessment, and administration.

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2. Scope

This policy applies to:

- All employees and management
- Learners and prospective learners
- Contractors, invigilators, and assessors
- Any third parties processing data on behalf of Achieve UK Training Ltd

It covers all personal data processed in relation to training delivery, assessment, certification, and business operations.

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3. Data Protection Principles

Achieve UK Training Ltd adheres to the following principles under UK GDPR:

- **Lawfulness, fairness, and transparency:** Data is processed lawfully and clearly communicated to individuals.
- **Purpose limitation:** Data is collected for specified, explicit purposes only.
- **Data minimisation:** Only necessary data is collected and processed.
- **Accuracy:** Data is kept accurate and up to date.
- **Storage limitation:** Data is retained only as long as necessary.
- **Integrity and confidentiality:** Data is securely stored and protected against unauthorised access or loss.
- **Accountability:** The organisation is responsible for demonstrating compliance.

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4. Types of Data Collected

We may collect and process the following personal data:

- Identification details (name, date of birth, ID documents)
- Contact information (address, email, phone number)
- Learner records (enrolment, assessments, results, certifications)
- Employment-related data (for staff and contractors)
- Financial information (where applicable)

Sensitive data (special category data) will only be processed where necessary and with appropriate safeguards.

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5. Lawful Basis for Processing

Personal data is processed under one or more of the following lawful bases:

- Consent
- Contractual necessity (e.g., delivering training services)
- Legal obligation (e.g., compliance with awarding bodies)
- Legitimate interests (e.g., improving services and quality assurance)

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6. Data Use and Sharing

Personal data is used to:

- Deliver training and assessment services
- Maintain accurate learner and staff records
- Communicate with learners and stakeholders
- Meet regulatory and awarding body requirements

Data may be shared with:

- Awarding organisations and regulators
- Government authorities where legally required
- Third-party service providers (with data protection agreements in place)

We do not sell or misuse personal data.

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7. Data Security

Achieve UK Training Ltd implements appropriate technical and organisational measures to protect data, including:

- Secure storage systems (digital and physical)
- Restricted access controls
- Staff training on data protection
- Regular audits and monitoring

Any data breaches will be reported and managed in accordance with UK GDPR requirements.

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8. Data Retention

Personal data will be retained only for as long as necessary to:

- Fulfil the purposes for which it was collected
- Meet legal, regulatory, and awarding body requirements

Data will be securely deleted or destroyed when no longer required.

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9. Individual Rights

Individuals have the following rights under UK GDPR:

- Right to access their personal data
- Right to rectify inaccurate data
- Right to erasure ("right to be forgotten")
- Right to restrict processing
- Right to data portability
- Right to object to processing

Requests can be made via contact@achieveuktraining.com and will be responded to within one month.

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10. Reporting Data Breaches

Any suspected data breach must be reported immediately to the designated Data Protection Lead.

Procedures include:

1. Immediate reporting and containment
2. Investigation within 10 working days
3. Notification to relevant authorities if required
4. Implementation of corrective actions

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11. Responsibilities

- **Management:** Ensure compliance and policy enforcement
- **Staff:** Handle data responsibly and report concerns
- **Learners:** Provide accurate information and respect data policies

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12. Relationship to Other Policies

This policy should be read alongside:

- Malpractice and Maladministration Policy
- Safeguarding Policy
- Complaints and Appeals Policy

These policies collectively ensure integrity, compliance, and protection across all organisational processes.

13. Review and Amendments

This policy will be reviewed annually to ensure ongoing compliance with UK GDPR and best practices. Updates will be made as necessary.

Approved by:
Manav Arora
Director and Head
01 March 2025

For further information, please contact contact@achieveuktraining.com or visit www.achieveuktraining.com.