

DATA PROTECTION POLICY STATEMENT

Lomax Training Services Limited is fully committed to meeting its obligations under the Data Protection Act of 1998 and the General Data Protection Regulations GDPR of May 2018

Lomax Training Services Limited will therefore follow procedures which aim to ensure that all employees, learners, contractors, consultants, partners or other servants or agents Lomax Training Services Limited (collectively known as data users) who have access to any personal data held by or on behalf of the Lomax Training Services Limited are fully aware of and abide by their duties under the GDPR.

Statement of Policy

Lomax Training Services Limited is required to collect and use information about people with whom it works in order to operate and carry out its functions. These will include learners, employees, employers, current, past and prospective employees, clients, customers and suppliers. In addition Lomax Training Services Limited may be required by law or regulation to collect and use information in order to comply with the requirements of central government. This personal information will be handled and dealt with properly however it is collected, recorded and used whether it is on paper, in computer records or recorded by other means.

Lomax Training Services Limited regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence with those parties with whom it carries out business. Lomax Training Services Limited therefore fully endorses and adheres to the Principles of the General Data Protection Regulation.

Handling personal/special Category Data

Lomax Training Services Limited will, through management and use of appropriate controls, monitoring and review:

- Use personal data in the most efficient and effective way to deliver better services
- Strive to collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)
- Ensure that information is not transferred abroad without suitable safeguards
- Ensure that there is general information made available to the public of their rights to access information
- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation, these rights include:
 - The right to be informed
 - The right of access to personal information
 - The right to request rectification
 - The right to request erasure

- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing

The Principles of Data Protection under GDPR

Anyone processing personal data must comply with 6 principles of good practice. These principles are legally enforceable.

Summarised, the principles require that personal data shall be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
2. Collected for specified, explicit and legitimate purposes and not further processed in an manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures in accordance with the rights of data subjects under the Act. The Act provides conditions for the processing of any personal data. It also makes a distinction between personal data and 'special category' data.

Personal data is defined as any information relating to an identified or identifiable natural person

Special category data is defined as personal data consisting of information as to:

- Racial or ethnic origin
- Political opinion
- Religious/philosophical beliefs
- Trade union membership
- Physical or mental health or condition
- Sexual life or sexual orientation
- Biometric data

Signed



James Lomax – Managing Director

Version	Issued	Superseded by
1.0	January 2018	