

Data Protection Policy

Policy

The following statement outlines the Organisational policy across BCTG Limited.

Policy Aim

The aims of this policy are to ensure that all staff and service users:

1. Are clear about how personal data must be processed
2. Comply with the data protection law and with good practice
3. Protect BCTG from risks of personal data breaches and other breaches of data protection law.

Principles Underpinning the Policy

BCTG takes its responsibilities with regard to the management of the requirements of the General Data Protection Regulation (GDPR) seriously. This policy sets out how we manage those responsibilities.

BCTG obtains, and uses as required under legislation, personal data relating to potential staff and learners, current staff and learners and former staff and learners. When processing personal data, BCTG is obliged to fulfil individuals' reasonable expectations of privacy by complying with GDPR and other relevant data protection legislation (data protection law).

Implementation of the Policy

We will ensure that personal data is

- Processed fairly and lawfully and transparently in relation to the data subject.
- Collected only for specified, lawful purposes and in a way which is not incompatible with those purposes.
- Adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and up to date
- Not kept in a form which permits identification of data subjects for any longer than is necessary for the purpose.
- Processed securely using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction, or damage.
- Staff managing and handling personal information are appropriately trained to do so.

Policy outcomes

- Paper files and other records or documents containing personal/sensitive data will be kept in a secure environment.
- Personal data held on computers and computer systems will be protected by the use of secure passwords
- Confidential information is never left unattended.

- Documents are marked appropriately in accordance with the Document Storage, Retention and Disposal Policy.
- Confidential information which relates to our service users, is only discussed within the confines of their role and duties.
- Data protection training provided is understood and adhered to.

Policy Review

This policy will be reviewed on an annual basis by the BCTG Advisory Board.

January 2024