



Data Protection Policy
1st June 2021 to June 2022

Policy

Employees are required to provide certain information relating to them in order that CWLC may properly carry out its duties, rights and obligations as the employer. The company will process and control data principally for personnel, administrative and payroll purposes.

Customers are additionally required to provide personal information in order that CWLC can properly carry out the delivery of the services required. Information will be processed solely for the purposes of assessing eligibility for Government funding and for work relating to the training and/or assessment requested by the learner or their employer.

The term “process” may include the company obtaining, recording or holding the information or data or carrying out any set of operation or operations on the information or data, including organising, altering, retrieving, consulting, using, disclosing or destroying the information or data.

The company will be open and honest with individuals whose data is held and provide training and support for staff so that they can act confidently and consistently.

CWLC is committed to compliance with the Data Protection Act 2010. To do this the company will follow the 8 Principles of Data Protection recommended by the Information Commissioners Office:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless at least one of the conditions in Schedule 2 of the Act is met, and in the case of sensitive personal data, at least one of the conditions in Schedule 3 Part 4 (Education) of the Act is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under Data Protection Act 2018.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information, Advice & Guidance (IAG)

Within many of CWLC's policies lies a thread of Information, Advice & Guidance. At CWLC we believe that IAG is a vital part of the learner's journey. IAG is fundamental to a learner's progress as they strive to achieve their particular qualification or course completion.

It is abundantly relevant to this policy, as data protection is a subject that all employees need to be aware of. Data Protection is a subject that is applied through some of the Construction NVQs, is taken seriously by all conscientious employers and therefore, CWLC staff provide training, in the form of IAG throughout the learner's programme of learning in order to ensure they progress quickly and can be a responsible member of any workforce.

We also provide support in the form of IAG to our assessors so that they can perform their role efficiently.

Signature:	
Name:	Keith Horkan
Position in Company:	Head of Quality
Date:	1 st June 2021
Due for Review:	June 2022