

DATA PROTECTION, SECURITY, AND CONFIDENTIALITY POLICY

Last updated: **01/06/2024**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

Policy Statement

We are committed to safeguarding the privacy, security, and confidentiality of all personal data and sensitive information collected, processed, and stored by our organization. This policy outlines the principles and procedures we follow to ensure compliance with relevant data protection laws and best practices.

Scope of the policy - This policy applies to:

- All employees, contractors, and third-party service providers.
- All personal data and sensitive information processed by the organization, including that of learners, staff, and stakeholders.
- Data in all formats (electronic, paper-based, or otherwise).

Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website www.theteachertrainer.co.uk.

Communication of the policy

It is important that TTT staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the policy. It is a requirement that staff at TTT access, read and understand the policy during their induction.

Review of the policy

TTT will review the policy annually as part of our self-evaluation process and revise it as and when necessary. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

DATA PROTECTION PRINCIPLES - We adhere to the following core principles in processing personal data:

- **Lawfulness, Fairness, and Transparency:** Personal data is processed lawfully, fairly, and transparently in relation to the data subject.
- **Purpose Limitation:** Data is collected for specific, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- **Data Minimization:** Only data that is adequate, relevant, and limited to what is necessary for the purpose is collected.

- **Accuracy:** All personal data is kept accurate and up to date, with inaccuracies rectified promptly.
- **Storage Limitation:** Data is retained only for as long as necessary to fulfil the purposes for which it was collected.
- **Integrity and Confidentiality:** Data is processed securely to prevent unauthorized or unlawful access, loss, destruction, or damage.

DATA SECURITY MEASURES - We implement robust technical and organizational measures to ensure data security:

- **Access Control:** Access to personal data is restricted to authorized personnel only. User authentication mechanisms, such as passwords and multi-factor authentication, are in place.
- **Data Encryption:** Data is encrypted in transit and at rest to prevent unauthorized access.
- **Secure Storage:** Physical files are stored in locked cabinets in secure areas. Digital files are stored in encrypted and secure cloud platforms or on secure servers.
- **Data Backups:** Regular backups of data are performed and stored securely to ensure recovery in case of data loss.
- **Incident Response:** A data breach response plan is in place, and all personnel are trained to report breaches promptly.
- **Third-Party Security:** Third-party vendors handling data on our behalf are contractually obligated to comply with our security and confidentiality standards.

CONFIDENTIALITY COMMITMENT

- **Employee Obligations:** Employees must sign confidentiality agreements and are prohibited from sharing personal or sensitive data without authorization. Regular training is provided to employees on data protection and confidentiality protocols.
- **Third-Party Confidentiality:** Third-party contractors and service providers are required to sign non-disclosure agreements and adhere to this policy.

DATA SUBJECT RIGHTS - We uphold the rights of individuals regarding their personal data, including:

- **Right to Access:** The right to request access to their data.
- **Right to Rectification:** The right to correct inaccurate or incomplete data.
- **Right to Erasure:** The right to request the deletion of their data.
- **Right to Restrict Processing:** The right to limit the use of their data.
- **Right to Data Portability:** The right to receive a copy of their data in a portable format.
- **Right to Object:** The right to object to data processing activities.

DATA RETENTION AND DISPOSAL

- Personal data is retained only for the duration necessary to fulfil its purpose and in compliance with legal obligations.
- Data no longer needed is securely disposed of through shredding (physical records) or permanent deletion (digital records).

MONITORING AND COMPLIANCE

- Regular audits are conducted to ensure compliance with this policy and relevant data protection regulations.
- Breaches of this policy will result in disciplinary action, which may include termination of employment or contract.

CONTACT INFORMATION - For questions or concerns regarding this policy or data protection practices, please contact:

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The Teacher Trainer Ltd