

Lynher Training Ltd is registered with the ICO (Information Commissioners' Office) under the Data Protection Act – Registration A1104061.

General Statement of Lynher Training Ltd Duties and Scope

Lynher Training Ltd is required to process relevant personal data regarding students, applicants, apprentices, trainees, members of staff (including self-employed/ contracted instructors and assessors), and in some instances their next of kin, relatives and employers as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

Data Protection Controller

Lynher Training Ltd has appointed the Company Directors as the Data Protection Controllers (DPC) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998. The Freedom of Information Act 2000 and the Protection of Freedoms Act 2012

Personal Data

Personal data may also include sensitive personal data as defined in the Act. Consent may be required for the processing of personal data unless processing is necessary for the performance of a contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent.

Rights of Access to Information

Data subjects have the right of access to their personal information held by Lynher Training Ltd, subject to the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000. Any data subject wishing to access their personal data should put their request in writing to Lynher Training Ltd, who will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. The information will be imparted to the data subject as soon as is reasonably practical after it has come Lynher Training Ltd's attention and in compliance with the relevant Acts.

Enforcement

If an individual believes that Lynher Training Ltd. has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, the individual should utilise the Lynher Training Ltd. grievance procedure and should also notify the Directors.

External Processors

Lynher Training Ltd must ensure that data processed by external processors, for example, auditing purposes, awarding organisations or for funding purposes, Cloud services including storage, websites etc. are compliant with this policy and the relevant legislation.

Disposal of Paper Records

Information held on paper is disposed of in the following ways:

- Paperwork (or parts thereof) containing personal details which are not in the public domain and could allow identity theft containing any personal details will be either securely shredded and disposed of via Cornwall Council's roadside collection and recycling scheme, or securely burnt on site.
- Other Paperwork - non-sensitive paperwork will be disposed of via Cornwall Council's roadside collection and recycling scheme.
- Archive Storage – Lynher Training Ltd may store some data such as registers, photographs, exam results, achievements, books and works etc. indefinitely in its archive.
- Electronic Records - Electronic Training records will be held on our internal system as long as the company operates. As part of everyday computer use, other electronic records are 'destroyed' by 'deleting securely'. If any computer is disposed of or recycled, then the information on that computer is destroyed using recommended techniques.

Certificates relating to courses will be retained by Lynher Training Ltd. until accounts have been settled in full and Lynher Training Ltd receives all relevant paperwork. Documentation will only be sent to the person or company having paid the invoice, unless we are otherwise instructed. In the event that a candidate has left the employ of the paying company, then it is the individual's responsibility to make suitable arrangements direct with that company. Copies of certificates may be sent to funding organisations or employers if these are requested. Physical copies are not necessarily kept on file and any charges made by the relevant awarding bodies for replacements (if available) will be passed on to the client. Scanned copies of certificates will be kept for the lifetime of the qualification.

All attendees are deemed to agree with the terms of this policy by signing either the booking form containing Lynher Training Ltd Standard Terms & Conditions or an Enrolment Form at the start of any training.

Lynher Training Ltd accepts no responsibility for alterations to this Policy brought about by circumstances beyond our control.

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