

Data protection policy

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Employers must keep their employees' personal data safe, secure and up to date. Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. More information about the Data Protection Act is available at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

1. Policy Statement

The lawful and proper treatment of personal information by Just Electrical Training is extremely important to the success of our business in order to maintain the confidence of our learners and employees. Just Electrical Training must ensure that it stores and processes personal information lawfully and correctly.

This document forms part of Just Electrical Training's wider commitment to create a positive culture of respect for all staff and learners. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment and pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.

2. Information covered under the legislation

The GDPR definition of "personal data" covers any information relating to an identified or identifiable natural person – i.e. living individuals. Pseudonymised personal data is covered, however anonymised or aggregated data is not regulated by the GDPR or DPA2018, providing the anonymisation or aggregation has not been done in a reversible way.

The GDPR defines special categories of personal data (previously referred to as sensitive personal information) as information related to:

- Race or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Sexual history and/or sexual orientation
- Criminal data

Under the Data Protection Act 2018, individuals have the right to find out what information the government and other organisations store about them. These include the right to:

- Be informed about how individuals data is being used
- Access personal data
- Have incorrect data updated
- Have data erased
- Stop or restrict the processing of personal data
- Data portability (allowing you to get and reuse your data for different services)
- Object to how your data is processed in certain circumstances
- You also have rights when an organisation is using your personal data for: automated decision-making processes (without human involvement) profiling, for example to predict behaviour or interests

3. Our responsibilities

Employee Responsibilities

All employees will, through appropriate training and responsible management:

- Observe all forms of UK guidance, codes of practice and procedures about the collection and use of personal information.
- Understand fully the purposes for which Just Electrical Training uses personal information.
- Collect and process appropriate information only in accordance with the purposes for which it is to be used by Just Electrical Training to meet its organisational needs or legal requirements.
- Ensure the information is destroyed (in accordance with the provisions of the DP Act) when it is no longer required.
- On receipt of a request by or on behalf of an individual for information held about them, or any other data subject's rights in relation to their personal data, staff will immediately notify their line manager to assist in actioning this request.
- Not send any personal information outside of the United Kingdom.
- Understand that breaches of this policy may result in disciplinary action, up to and including dismissal, as outlined in the Just Electrical Training disciplinary policy.

Section 170 (1) of the Data Protection Act 2018: Unlawful obtaining etc of personal data, states it is an offence for a person knowingly or recklessly: (a) to obtain or disclose personal data without the consent of the controller (b) to procure the disclosure of personal data to another person without the consent of the controller, or (c) after obtaining personal data, to retain it without the consent of the person who was the controller in relation to the personal data when it was obtained

4. Review of Policy

This data protection policy will be periodically reviewed by the Training Manager to ensure it remains compliant with current UK legislation.