

**GDPR/Data Protection Policy
2025-2026**

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Policy statement

As a public training provider, we have an obligation to protect our information assets and in particular, the information relating to employees, learners, and other individuals in whatever form that information is held. As an education and training provider APA Procurement Training Limited both control and process data on all learners and staff. This policy sets out our strategy and guidance for managers and staff.

Where this policy refers to personal data this is information that relates to an identified or identifiable individual either directly or indirectly.

APA Procurement Training Limited is registered as a Data Controller with the Information Commissioners Office.

Full details of what Personal Data we process, our lawful basis for processing, and what personal data is shared with third parties is as set out in the APA Procurement Training Limited Privacy Notices. The Privacy Notice must be presented when the Data Subject first provides the Personal Data such as at enrolment or programme enquiry.

The Data Protection Officer (DPO) is Ian Penman.

Scope

The scope of this policy considers the requirements for the Data Protection Act 2018.

The policy applies to all staff and will include data processing and records as follows but not limited to.

- Staff personal details, name, date of birth, home address, qualifications and training data, learning observations and DBS certificate number.
- Online information such as email, web address or IP address. Unique reference identifiers such as those used by government funding organisations that may identify an individual learner.
- Staff remuneration details, appraisal, and performance management.
- Safeguarding information regarding a learner or staff member.
- Learner details as required for the government funding bodies such as the ESFA in the form of the Individual learner Record (ILR) which are a mandatory government requirement. These details include name, NI number, date of birth, address, gender and ethnicity, specific details of the learning programme, any appropriate medical information, and employer name and address.

Staff roles and responsibilities

Each member of staff has a responsibility for adhering to all Data Protection related policies and procedures to ensure the confidentiality, integrity, and availability of personal data.

The data protection officer is responsible for data management and compliance, and for ensuring all new and existing staff receive regular update training on data compliance and management.

Data controller and data processor

Data controller means a person, company or other body that determines the purpose and means by which personal data is processed. APA Procurement Training Limited are a data controller in their own right through collecting, recording and updating government information as required by statute and as a requirement for receiving funding.

Data processor means anyone who handles personal data on the instructions of a controller. APA Procurement Training Limited the data processor includes members of our internal information management team and particularly the Data Protection Officer.

Data Security

All data held by APA Procurement Training Limited is stored on secure encrypted servers and only accessible to key identified staff who require access for the purposes of updating staff and learner records. All systems are password protected with two-factor authentication. Data is stored on servers run by Amazon Web Services that located in the United Kingdom and that are patched and up to date, protected by anti-malware and firewalls, and monitored for unauthorised access or anomalies.

All personal data is stored only when necessary, and for a specified, explicit, and legitimate purpose. Data storage practices comply with the principles of data minimisation, purpose limitation, and storage limitation.

Data breach

A data breach is defined as:

A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.”

In the event of an actual, suspected, or potential data breach, APA Procurement Training Limited information managers led by the Data Protection Officer will take immediate action to secure the information and mitigate any further or possible compromise of data. If a data security breach occurs, managers will respond to and manage the breach effectively by means of a 5-part process.

- Reporting a breach
- Containment and recovery
- Assessing the risks
- Notification of breaches
- Evaluation and response

If any staff member becomes aware of or suspect that a data breach has occurred, they are required to report this immediately and without delay to any member of the APA Procurement Ltd management team. The Data Protection Officer will assess the breach without delay and preserve all evidence relating to the breach including when, how and by whom the breach was discovered and the nature and scope of the breach. If it is reportable, the Data Protection Officer will notify the Information Commissioner’s Office (ICO) within 72 hours of becoming aware of the breach. Any data subject impacted by the breach will be similarly informed as soon it is possible and certainly within 72 hours from the time when the DPO becomes aware of

it. In the event of a sufficiently serious data breach, APA Procurement Training Limited will notify the public without undue delay

Data sharing

All staff data is only accessible to directors and the Human Resources Manager. Learner data is shared with the ESFA as part of our mandatory funding requirements.

We are legally required to store learner records for a period of six years from the point the learner leaves training, after these records are securely destroyed.

No member of staff may share any information regarding a learner with any external source such as media, social media or upon request. Exceptions include sharing of confidential information with the learner's employer where that information solely relates to planning training and monitoring progress.

Personal Data will not be shared with third parties unless certain safeguards or contractual arrangements are in place or where there is a legal or statutory obligation to disclose. In dealing with a request, APA Procurement Training Ltd as the data controller will be sensitive to, and consider the data subjects rights and privacy in relation to any 'third party' information contained in the response. Personal data will only be disclosed to a third party where a lawful basis exists.

Where a staff member or learner are involved in any illegal or criminal activities APA the management team will share with the police or law enforcement agencies such information as required for any investigation.

APA Procurement Training Limited will not disclose any personal data of learners to parents or next of kin where we have no consent from the individual to do so. There may be exceptional circumstances to this rule, for example where it necessary to protect the vital interest of the learner.

Individual's rights to access personal data

UK GDPR regulation n provides the following rights for individuals, which the management will respond to within the provision of the law. These rights are not absolute.

- The right to receive certain information about our data processing activities
- The right of access to Personal Data
- The right to rectification of inaccurate or incomplete data
- The right to ask us to erase their personal data if it no longer necessary in relation the purposes for which it was collected or processed
- The right to restrict processing in certain specific circumstances
- The right to data portability in certain specific circumstances
- The right to object in certain specific circumstances (for example to us processing for direct marketing purposes)
- Rights in relation to automated decision making and profiling
- Right to withdraw consent
- Right to complain to the Information Commissioners Office (ICO).

Whistleblowing

In the event of information being received that is covered by the Whistleblowing legislation, APA Procurement Training Ltd reserves the right to keep private such data as necessary to comply with the Whistleblowing legislation.

Making a complaint

If you have a concern about the way we are collecting or using data, we request that you raise your concern with us in the first instance through the Data Protection Officer Ian Penman who can be contacted via email at ian@apatraining.co.uk, or via telephone on 01793 228968

APA Procurement Training Ltd recognises its responsibility to safeguard personal data in all forms of communication and publicity. Any personal data intended for publication on websites, social media, newsletters, or other external channels will be subject to data minimisation, accuracy checks, and consent or lawful basis requirements in line with UK GDPR regulations. If we receive any requests to remove published personal data, these will be actioned promptly.

Alternatively, complaints can be directed to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Policy review date

This policy was last reviewed on 13th March 2025.