

# Data protection policy

## This is the Data Protection Policy Statement of Tockwith Training

Tockwith Training needs to collect and use certain types of information about people with whom it deals in order to operate. These include current and past individuals within the community, our employees suppliers, trainees and customers. In addition, Tockwith Training may occasionally be required by law to collect and use certain types of information to comply with the requirements of government departments. This information must be dealt with properly however it is collected, recorded and used - whether on paper, electronically, or other means - and there are safeguards to ensure this in the Data Protection Act 1998.

We fully endorse and adhere to the Principles of data protection, as set out in the Data Protection Act 1998. The eight Principles require that personal information:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- 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;
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- Shall be accurate and, where necessary, kept up to date;
- Shall not be kept for longer than is necessary for the specified or legal purpose(s);
- Shall be processed in accordance with the rights of data subjects under the Act;
- Should be subject to appropriate technical and organisational measures to prevent the unauthorised or unlawful processing of personal data, or the accidental loss, destruction, or damage to 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.

**Personal data from drivers attending courses will be sent to RTITB, JAUPT & DVSA to enable processing of the qualifications relevant to the courses attended, such as their driving licence number.**

To assist with achieving compliance with the principles, Tockwith Training will ensure:

- All employees responsible for collecting and processing data have been trained by the management so as to comply with the rules set out above.
- Procedures for collecting data have been approved by management to ensure all personal information collected complies with the rules set out above.
- Login details and passwords for MDRS and gateway.gov.uk is stored in a locked office, filing cabinet.

Signed - Laurie Moore

Position - Director

Date - 3rd January 2017