



## **General Data Protection Regulations Policy Statement**

Treepartner Training is committed to protecting the rights and privacy of its clients/trainees in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 by ensuring that personal data is:

- Used lawfully, fairly and in a transparent manner
- Collected only for specific, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purposes for which it has been requested
- Accurate and up to date
- Held for no longer than is necessary
- Dealt with in a way that is safe and secure using appropriate technical measures

Personal data means any data relating to an individual that would allow them to be identified. It can be factual e.g. name, address, date of birth or an opinion e.g. comments about a person's behaviour or actions.

As a training provider, Treepartner Training will request the following personal data from all trainees:

- Full Name
- Address (including postcode)
- Email Address
- Telephone/Mobile Phone Numbers
- Date of Birth
- Photograph
- NPTC Candidate Number (where applicable)

Treepartner Training requires this information for the purposes of training confirmation, registration and certification from the awarding bodies (LANTRA and NPTC City & Guilds) who are similarly required to process it in accordance with the relevant data protection legislation.

Treepartner Training will endeavour to keep personal data accurate and up to date and will only process it for the purposes of training registration and certification.

Personal data and training/assessment paperwork is stored electronically on an Apple Mac that is password protected and protected by security software. Treepartner Training does not store data for any longer than is necessary to comply with our role as a training provider (Maximum 3 years).

All paper copies of training registration forms, assessment paperwork and other documents, when retained, are held in a secure and locked cabinet. After 3 years paperwork is destroyed using a paper shredder.

**Treepartner Training does not use data for marketing purposes and does not share personal data with any other organisation.**

***This policy will be reviewed 2 yearly by Richard Allmond (Treepartner Training) or sooner in the case of new legislation/guidance***

