

POLICY NAME	DATA PROTECTION		
POLICY REF	PSPP07	REVISION	7
AUTHOR	S HAMER	DATE	31/01/2024
APPROVED BY	J HAMER	NEXT REVIEW	31/01/2025
Policy Statement			
<p>We need to keep certain information about our employees, students and other users of Pentagon Skills to allow us to: -</p> <ul style="list-style-type: none"> • Register and certificate learners and candidates • Maintain records as required to comply with awarding organization requirements. • Monitor performance. • Monitor achievement rates and level monitor health and safety. • Process information so staff can be recruited and paid. • Provide information to meet obligations of funding and government bodies and partners of Pentagon Skills. <p>We are committed to complying with the data protection principles which are set out in the data protection act 1998 (the 1998 act) and to this end we will ensure that information is collected and used fairly, stored safely and not disclosed to any other person unlawfully.</p> <p>Personal data shall: -</p> <ul style="list-style-type: none"> • Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met. • Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible for that purpose. • Be adequate, relevant and not excessive for those purposes Be accurate and kept up to date. • Not be kept for longer than is necessary for that purpose be processed in accordance with the data subject's rights. • Be kept safe from unauthorised access, accidental loss or destruction. • Not be transferred to a country outside the European economic area, unless that country has equivalent levels of protection for personal data. <p>Policy Context</p> <p>This policy applies to all employees, students/ trainees, customers, partners and visitors and other data subjects.</p> <p>All data subjects are entitled to: -</p> <ul style="list-style-type: none"> • Know what information Pentagon Skills holds and processes about them and why Know how to gain access to it. • Know how to keep it up to date. • Know what Pentagon Skills is doing to comply with its obligations under the 1998 act. <p>It is a condition of employment that employees will abide by the rules and policies of Pentagon Skills. The data protection policy is key to safeguarding personal information</p>			

and human rights. Any breach of this policy by an employee will be treated as a serious breach of the contract of employment and dealt with accordingly.

Any employee, student, trainee, customer, partner, visitor or other data subject, who considers that the policy has not been followed in relation to personal data about themselves, should raise the matter through the Pentagon Skills complaints policy.

Access to the Policy

The Data Protection policy and supporting policies and documents are available in the policy area in the team area of 365.

All students and trainees are made aware of the policy at induction and are required to acknowledge their recognition of the policy and Pentagon Skills obligations by agreeing to Pentagon Skills Policies and procedures. Access to the policy is available upon request.