

One Ash Training Limited

Data Protection Policy Statement

One Ash Training Ltd needs to keep certain information on its Employees, customers, trainers and trainees to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

One Ash Training Ltd is committed to ensuring any personal data will be dealt with in line with the General Data Protection Regulation 2018. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The needs we have for processing personal data are recorded on the public register maintained by the Information Commissioner. We notify and renew our notification on an annual basis as the law requires.

To meet our responsibilities in line with the General Data Protection Regulation 2018, Directors and Administration Staff will:

- Ensure any personal data is collected in a fair and lawful way;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information used is up to date and accurate;
- Ensure it is kept safely;
- Ensure the rights potential trainees have in relation to their personal data can be exercised

We will ensure that:

- Everyone managing and handling personal information is trained to do so.
- Any disclosure of personal data will be in line with our procedures
- Queries about handling personal information will be dealt with swiftly and politely

You can be assured that:

- The minimum of personal details will be obtained which will enable us to send confirmation of booking, invoice and joining instructions
- We will ask for ID photographs only if you require an ID skills card
- Personal information will be kept in order to assist the candidate or employer after the training to provide copy certificates or skills ID cards and reminders of refresher training if required
- information is only gathered for the use of One Ash Training Ltd to ensure trainees are who they say they are
- Information will be gathered for the use of awarding bodies ie. Lantra-Awards, NPTC, City & Guilds, BALI
- Personal sensitive information will not be used apart from the exact purpose for which permission was given:
- No sensitive information is required for One Ash Training Ltd except dietary needs or educational needs ie. Dyslexia and only for the purpose of assisting the candidate to achieve their best during the courses

We will take the following measures to ensure that personal information kept is accurate:

- Information supplied is checked and recorded
- When repeat or refresher bookings are made, data is checked again for accuracy
- When data is collected for other awarding bodies ie. Lantra-Awards or NPTC City & Guilds, the data is checked against information held

You agree by completing the One Ash Training Ltd booking form that your data can be used for the purposes as outlined above

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