

Data Protection Policy

Abbreviations / Terminology

STG - Severn Training Group Ltd

Introduction

Severn Training Group Ltd is committed to ensuring the protection of all personal data collected, stored and processed in the course of its operations. This Data Protection Policy outlines the principles and procedures that STG will adhere to in order to safeguard the privacy and security of personal data in compliance with data protection laws and regulations.

Scope

This policy applies to all personal data collected, processed and stored by STG, whether in electronic or physical format. It covers personal data of employees, customers, suppliers, partners and any other individuals associated with STG.

Principles

STG adheres to the following principles in its handling of personal data:

- **Lawfulness, Fairness and Transparency:** STG will process personal data lawfully, fairly and transparently, ensuring individuals are informed about the purposes of processing and their rights regarding their data.
- **Purpose Limitation:** Personal data will be collected for specific, explicit and legitimate purposes and will not be processed in a manner incompatible with those purposes.
- **Data Minimisation:** STG will only collect and process personal data that is adequate, relevant and limited to what is necessary for the purposes for which it is processed.
- **Accuracy:** STG will take reasonable steps to ensure that personal data is accurate, up to date and where necessary, kept current.
- **Storage Limitation:** Personal data will be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
- **Integrity and Confidentiality:** STG will implement appropriate technical and organisational measures to ensure the security, integrity and confidentiality of personal data, protecting it against unauthorised or unlawful processing and accidental loss, destruction or damage.

Responsibilities

All STG employees, contractors and third-party service providers who have access to personal data are responsible for ensuring compliance with this policy. Specifically:

- **Management:** Management is responsible for establishing and maintaining data protection policies and procedures, ensuring adequate resources are allocated for data protection and overseeing the implementation of necessary security measures.
- **Employees:** All employees are responsible for understanding and adhering to data protection policies and procedures, handling personal data in accordance with applicable laws and regulations and reporting any breaches or concerns to the designated data protection officer.
- **Data protection officer:** The DPO is responsible for overseeing compliance with the data protection laws and regulations, providing advice and guidance on data protection matters and acting as a point of contact for data subjects and regulatory authorities.

Data Collection and Processing

STG will only collect and process personal data for specified, explicit and legitimate purposes and will inform individuals about the purposes of processing and their rights regarding their data. Personal data will only be processed with the consent of the data subject, unless processing is necessary for the performance of a contract, compliance with legal obligations, protection of vital interests, or other lawful bases as defined by applicable data protection laws.

Data Security

STG will implement appropriate technical and organisational measures to ensure the security, integrity and confidentiality of personal data, protecting it against unauthorised or unlawful processing and accidental loss, destruction or damage. These measures may include encryption, access controls, secure storage and regular security assessments.

Data Subject Rights

STG will respect the rights of data subjects as defined by applicable data protection laws including the right to access, rectify, erase, restrict processing, object to processing and data portability. Data subjects may exercise their rights by contacting the data protection officer.

Data Breach Notification

In the event of a personal data breach, STG will comply with applicable data breach notification requirements by promptly assessing the risk to data subjects, notifying affected individuals and regulatory authorities where required, and taking appropriate measures to mitigate the impact of the breach.

Compliance Monitoring and Review

STG will regularly monitor compliance with this policy and conduct periodic reviews to assess its effectiveness and identify any areas for improvement. This policy will be reviewed and updated as necessary to ensure continued compliance with applicable data protection laws and regulations.

Conclusion

STG is committed to protecting the privacy and security of personal data and will ensure compliance with all applicable data protection laws and regulations. This Data Protection Policy reflects our commitment to transparency, accountability, and respect for the rights of individuals whose data we process.

Last updated: 20th March 2024

Updated by: Jordan Stevens (Data Protection Officer)

Signature:

