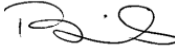
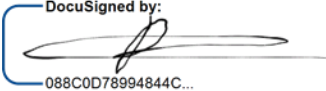


Data Protection and Confidentiality Policy

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This policy was adopted by:	Rachael Marsh 
Approved by:	 <small>DocuSigned by:</small> <small>088C0D78994844C...</small> Anna Smith

Purpose

The purpose of this Data Protection and Confidentiality Policy is to outline the principles and guidelines that High Ridge Training Group follows to protect and manage the confidentiality, integrity, and availability of the information it collects, processes, and stores, whether physical or electronic, in line with UK GDPR and the Data Protection Act

Scope

This policy applies to all employees, learners and third-party service providers associated with High Ridge Training Group

Data Classification

All data handled by High Ridge Training Group shall be classified based on its sensitivity and importance. The classification levels are:

- Public
- Internal use only
- Confidential
- Highly confidential

Data Collection and Processing

- a. High Ridge Training Group will only collect and process personal data that is necessary for the purposes for which it is collected
- b. High Ridge Training Group must obtain consent from individuals before collecting any personal data
- c. All personal data shall be kept accurate, up-to-date, and securely stored

Confidentiality and Security Measures

- a. All individuals are responsible for safeguarding confidential information and preventing unauthorised access
- b. Access to confidential data is restricted to individuals who require it for their role responsibilities.
- c. Passwords must be strong, unique, and changed regularly
- d. Physical access to data storage areas must be restricted and monitored.
- e. Encryption should be used for sensitive data during transmission and storage

Data Sharing and Disclosure

- a. High Ridge Training Group will not disclose personal data to third parties without the explicit consent of the individual, unless required by law
- b. Data sharing agreements with third parties must be established and reviewed to ensure compliance with data protection regulations

Data Retention

- a. Personal data will be retained only for as long as necessary for the purpose for which it was collected
- b. Data that is no longer needed will be securely deleted or anonymized.

Client access to records procedures

Learners may request access to any confidential records held on themselves following the procedure below.

1. Any request to see the learners file must be made in writing to the High Ridge Training Group. *A written acknowledgement will be sent*
2. High Ridge Training Group commits to providing access within 14 days, although this may be extended and will be communicated if required

Employee Training and Awareness

- a. All employees will receive training on data protection policies and procedures
- b. Regular awareness programs will be conducted to keep employees informed about the importance of data protection

Incident Response

In the event of a data breach or security incident, [High Ridge Training Group will follow a predefined incident response plan to mitigate the impact and notify affected individuals as required by law

Compliance

- a. [High Ridge Training Group will comply with all relevant data protection laws and regulations
- b. Regular audits and assessments will be conducted to ensure compliance with this policy

This policy should be read in conjunction with the following:

- Technical Security Policy
- On Line Safety Policy
- Password Policy
- Acceptable Use Agreements
- Document disposal policy – learner
- Document disposal policy – employee
- Document Retention Policy