

# Data Protection Policy

## Introduction

Osborne Training Services (OTS) are committed to providing data protection to all learners. For both educational and administration purposes, Osborne Training Services needs to collect and retain personal data about its students to allow it to operate effectively and efficiently, for example to register students, monitor performance, to assure health and safety and to monitor equal opportunities.

Personal data is recorded information that relates to the student and is stored electronically or in a manual filing system.

Examples of Personal Data include;

- Name, home, and work address
- Date of Birth
- Student record information
- Student exam results

Personal Data will be obtained and processed fairly and lawfully solely for the administrative purposes of the company and not passed to other parties except as may be required by statute or on the express written instruction of the learner.

To comply with the law, such personal data must be collected and used fairly, stored safely and not disclose to any other person unlawfully. The principles to ensure that personal data is process properly, and with OTS follow to ensure it complies with the legislation, are set out in the General Data protection Regulations (the GDPR), available at [www.ico.gov.uk](http://www.ico.gov.uk)

Learners must keep personal data accurate and up to date and inform the Training Department.

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, OTS shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

### Contact Info

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