



THE LINK TRAINING ACADEMY

DATA PROTECTION AND INFORMATION GOVERNANCE POLICY SUMMARY

Statement

The Link Training Academy is committed to protecting personal information and complying with UK GDPR and the Data Protection Act 2018.

Our Principles

We will ensure that personal information is:

- Processed lawfully, fairly and transparently.
- Collected for specified purposes.
- Accurate and up to date.
- Kept secure.
- Retained only as long as necessary.

Information We Process

Information may relate to:

- Learners
- Apprentices
- Employers
- Staff
- Contractors
- Website users

Security

We use appropriate technical and organisational safeguards including:

- Secure digital systems
- Access controls

- Staff training
- Information governance procedures

Rights

Individuals have rights to:

- Access information
- Correct inaccurate information
- Request erasure where appropriate
- Object to processing
- Restrict processing

Complaints

Concerns regarding personal information may be raised with:

Data Protection Lead

ben@thelinktraining.org

or directly with:

Information Commissioner's Office (ICO)

<https://www.ico.org.uk>