Version 01 May 2018
Version 2 – July 2020
Version 3 – July 2021

Employment-focused, skills-based
training for brighter futures

GDPR Data Protection Policy
In2skills is committed to protecting personal data that is obtained during the course of its business including learners, staff and any related third party.

Objectives

- In2skills can demonstrate that appropriate steps are taken to ensure In2skills complies with GDPR when handling and using personal data provided by staff and learners
- This policy will assist with defining accountability and establishing ways of working in terms of the use, storage, retention and security of personal data.
- This policy will assist with understanding the obligations of In2skills in respect of the rights of the staff and learners who have provided personal data and the steps In2skills should take if it breaches GDPR.

Data Protection principles
In2skills will comply with data protection principles when gathering and using personal information

Key Principles
There are 6 key principles of GDPR which In2skills must comply with. These 6 principles are very similar to the key principles that were set out in the Data Protection Act 1998. They are:

- Lawful, fair and transparent use of personal data
- Using personal data for the purpose for which it was collected
- Ensuring the personal data is adequate and relevant
- Ensuring the personal data is accurate
- Ensuring the personal data is only retained for as long as it is needed
- Ensuring the personal data is kept safe and secure

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Data Security and Retention
Two of the key principles of GDPR are data retention and data security.
Data retention refers to the period for which In2skills keeps the personal data that has been provided by a Data Subject. At a high level, In2skills Limited must only keep personal data for as long as it needs the personal data
Data security requires In2skills to put in place appropriate measures to keep data secure

Transfer of Data
If In2skills wishes to transfer personal data to a third party, we understand that we should put in place an agreement to set out how the third party will use the personal data. The transfer would include, for example, using a data centre in a non-EU country. If that third party is based outside the European Economic Area, we recognise that further protection will need to be put in place and other aspects considered before the transfer takes place.

Key Facts - People Affected by The Service
People affected by this service should be aware of the following:

- Your personal data will be protected
- You have a right to see what information we hold about you
- You will be asked for your consent before we obtain your personal data in line with GDPR requirements
- In addition to the GDPR regulations, our staff will continue to follow confidentiality policies in relation to all aspect of your Care