



Data Protection Policy

Introduction

Survive and Save Training Ltd is fully committed to protecting the rights and privacy of individuals, in accordance with the Data Protection Act 1998. Information about our personnel, learners and other individuals will only be processed in line with established regulations. Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. As the lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence, Survive and Save Training Ltd is committed to:

- protecting learners' personal details, records and assessment outcomes
- keeping learners' and other individuals' personal data up to date and confidential
- maintaining personal data only for the time period required
- releasing personal data only to authorised individuals/parties and not unless permission is given to do so
- collecting accurate and relevant data only for specified lawful purposes
- adhering to regulations and related procedures to ensure that all employees who have access to any personal data held by or on behalf of Survive and Save Training Ltd are fully aware of and abide by their duties under the Data Protection Act 1998.

Learners are required to report any allegation in relation to the unlawful treatment of personal data via the Survive and Save Training Ltd [Complaint Procedure](#). A complaint should be made in the event that learners feel that records of their personal data have been:

- lost
- obtained through unlawful disclosure or unauthorised access
- recorded inaccurately and/or in a misleading manner
- provided to a third party without permission

Where required, Survive and Save Training Ltd will take appropriate action/corrective measures against unauthorised/unlawful processing, loss, destruction or damage to personal data.

Should learners not wish to receive any marketing emails or newsletters from Survive and Save Training they have the right to opt out of further communications. This can be done at anytime by contacting the company using the details below.

Under the Act, you may write to the Data Protection Officer and request a copy of the information which we hold about you. We reserve the right to charge the maximum fee payable in terms of the Act for providing this information. If the details are inaccurate you can ask us to amend them.

Data Protection Officer:

Mrs Sally Baldwin
Survive and Save Training Ltd
37 Lankers Drive
North Harrow
Middlesex HA2 7PA
mailto: enquiry@surviveandsave-training.org

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