

Data Protection and Data Retention Policy



Rev 3

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1 Introduction

SquareOne Training is committed to protecting the privacy and data of our learners, customers, suppliers and employees.

This Data Protection and Data Retention Policy outlines our approach to safeguarding personal information, ensuring compliance with applicable data protection laws, and establishing clear guidelines for the retention and disposal of data.

2 Scope

This policy applies to all personal data collected, processed, and stored by SquareOne Training. It covers data obtained from learners, customers, employees, and any other individuals or entities with whom SquareOne Training interacts.

3 Data Protection Principles

SquareOne Training adheres to the following principles for protecting personal data:

3.1. Lawfulness, Fairness, and Transparency: Personal data is collected and processed lawfully, fairly, and transparently. Individuals are informed about the purposes and methods of data processing.

3.2. Purpose Limitation: Personal data is collected only for specified, explicit, and legitimate purposes. It is not further processed in a manner incompatible with these purposes.

3.3. Data Minimisation: SquareOne Training collects and retains only the minimum necessary personal data required to achieve the stated purposes. Unnecessary data is not collected.

3.4. Accuracy: SquareOne Training takes reasonable steps to ensure that personal data is accurate, complete, and up-to-date. Individuals have the right to rectify any inaccuracies in their personal data.

3.5. Storage Limitation: Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected, or as required by applicable laws and regulations.

3.6. Integrity and Confidentiality: SquareOne Training implements appropriate security measures to protect personal data against unauthorised access, disclosure, alteration, or destruction. Data is treated as confidential and accessed only on a need-to-know basis.

3.7. Accountability: SquareOne Training takes responsibility for its data processing activities and ensures compliance with applicable data protection laws and regulations.

4 Data Collection and Processing

4.1. Consent: SquareOne Training obtains the explicit consent of individuals before collecting their personal data. Consent is sought for specific purposes and can be withdrawn at any time.

4.2. Lawful Bases for Processing: Personal data is processed on the basis of one or more lawful grounds, such as the necessity of processing for the performance of a contract, compliance with legal obligations, protection of vital interests, consent, or legitimate interests pursued by SquareOne Training.

4.3. Data Security: SquareOne Training employs appropriate technical and organisational measures to protect personal data from unauthorised access, disclosure, alteration, or destruction.

5 Data Retention

5.1. Retention Period: SquareOne Training retains personal data only for as long as necessary to fulfil the purposes for which it was collected or as required by applicable laws and regulations. Personal data will be securely deleted or anonymised once it is no longer needed.

5.2. Retention for Legal and Compliance Purposes: SquareOne Training may retain personal data for longer periods if necessary to comply with legal obligations, resolve disputes, enforce agreements, or protect its legal rights.

6 Rights of Individuals

SquareOne Training acknowledges the rights of individuals regarding their personal data, including the right to access, rectify, erase, restrict processing, object to processing, data portability, and the right not to be subject to automated decision-making.

7 Data Breach Notification

In the event of a personal data breach, SquareOne Training will promptly assess the severity and impact of the breach and take appropriate measures to mitigate its effects. If necessary, affected individuals and relevant authorities will be notified in accordance with applicable legal requirements.

8 Training and Awareness

SquareOne Training provides training and awareness programmes to employees and contractors involved in data processing activities to ensure their understanding of this policy and their responsibilities regarding data protection and data retention.

9 Compliance and Review

SquareOne Training regularly reviews and updates this policy to ensure its continued compliance with applicable data protection laws and regulations. Any changes to the policy will be communicated to employees, learners, and customers as appropriate.

10 Contact Information

For any questions, concerns, or requests regarding data protection and data retention, individuals can contact SquareOne Training's Data Protection Officer at [insert contact details].

By implementing this Data Protection and Data Retention Policy, SquareOne Training aims to protect the privacy and personal information of learners and customers and maintain their trust in our services.