

**Policy No: LIEURAPP22011**

**Policy Name: Data Protection/GDPR Policy**

## **1.0 Principles relating to processing of personal data (Article 5 GDPR)**

Any personal data received by LI Europe is covered by the General Data Protection Regulation (GDPR) rules. The rules are applied on lawfulness, fairness and transparency.

Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject.

### **1.1 Purpose limitation**

Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

### **1.2 Data minimisation**

Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

### **1.3 Accuracy**

Personal data shall be accurate and, where necessary, kept up to date.

### **1.4 Storage limitation**

Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

### **1.5 Integrity and confidentiality**

Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

### **1.6 Accountability**

The controller (LI Europe) shall be responsible for and be able to demonstrate compliance with the GDPR.

The LI Europe Newsletter, and any information being electronically sent to a group of people that is not directly linked to current or past work with the client, should always be sent via Mailchimp. All Newsletter recipient sign-ups are requested either directly via Mailchimp or a specific request made via a team member to do so, anyone can unsubscribe from the Newsletter list at any time by clicking Unsubscribe from any Newsletter.

LI Europe never buys data and only uses client business data given by the client.

LI Europe is committed to taking all reasonable steps to ensure that all its Partners, employees, contractors and agents comply with this policy.

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## **2.0 Data Protection/GDPR Risks**

This policy helps to protect LI Europe from some very real data risks including:

Breaches of confidentiality. For instance, information being given out inappropriately.

Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them and the right to be forgotten.

Reputational damage. For instance, the company would suffer if client data was not looked after appropriately or if hackers successfully gained access to our data.

## **2.1 Responsibilities**

Everyone who works for or with LI Europe has some responsibility for ensuring data is collected, stored, deleted and handled appropriately.

## **3.0 Key Points**

Devices such as laptops, tablets, phones etc. should be protected by strong passwords.

Data should be kept on the cloud using company approved providers with hard drives used as backups.

Access to company approved SAAS systems should be protected by strong passwords.

Any loss of a mobile device, tablet or laptop should be immediately reported to the office and steps taken to remotely delete the data.

Further information can be found in the employee handbook. The Company Director is ultimately responsible for ensuring that LI Europe meets its legal obligations.

## **4.0 Related Policies**

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP20014 – Safer Recruiter Policy

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LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director \_\_\_\_\_ Date \_\_\_\_\_