


4 Minutes Training Ltd

Data Protection Policy

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Author	Andy Crowhurst
Approved by	Andy Crowhurst
Position	Managing Director
Approved by (signature)	
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1. Document Control and Version History

Version Number	Reason for Change	Date
1.0	Initial Release	28 May 2010

2. Definitions

Item	Definition
4 Minutes	4 Minutes Training Ltd
Booking	The act of Booking one or more individual places on a course and/or the act of Booking a course for a group of people
Awarding Organisation / Body	The Organisation that oversees 4 Minutes to ensure compliance with its policies and Procedures. It acts as an intermediary between 4 Minutes and Ofqual.
ICO	Information Commissioner's Office – Manages Data Protection in the UK
DPR	Data Protection Register



3. Overview

4 Minutes is committed to the rules of data protection and abiding by the eight Data Protection principles. These are the principles that must be satisfied when obtaining, handling, processing, moving and the storage of personal data.

As a training centre, 4 Minutes is required to collect and process information as required by the awarding bodies and its regulators (Ofqual/SQA/WG).

4 Minutes is therefore considered the Data Controller and its course candidates and employees the Data Subjects.

4 Minutes is registered with the Information Commissioners Office (ICO) under registration reference number ZA260859 as a 'Training Company'

4. The 8 Data Protection Principles

- 4.1. Data must be obtained and processed fairly and lawfully
- 4.2. Data must be obtained for a specified and lawful purpose
- 4.3. Data must be adequate, relevant and not excessive for its collection purpose
- 4.4. Data must be accurate and kept up to date
- 4.5. Data must not be kept for longer than is necessary for its purpose
- 4.6. Data must be processed in accordance with the Data Subject's rights
- 4.7. Data must be kept safe from unauthorised access, accidental loss or destruction
- 4.8. Data must not be transferred to a country outside the European Economic Area

5. Data Subjects Rights

- 5.1. To know what information is held by 4 Minutes about them and why
- 5.2. Know how to gain access to it
- 5.3. Know how to keep it up to date
- 5.4. Know what 4 Minutes does to ensure compliance with its legal obligations

6. Data Collection

- 6.1. All candidate and staff data are provided by the candidate, staff or appointed person (e.g. person booking the course) and checked by them as being correct at the time.



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- 6.2. 4 Minutes collects data as part of the booking and registration process of and for qualification delivery.
- 6.3. 4 Minutes also collects and retains data as part of their 4 Minutes trainer and staff administrative tasks.

7. Data Storage

4 Minutes will ensure that:

- 7.1. Data are held securely. For example, password protected computers, locked cabinets and drawers.
- 7.2. Course registrations (which includes, name, address, contact details, colour, race, signature) are removed from sight and access of other course candidates immediately after completion
- 7.3. Data are not disclosed or shared orally or in writing to any unauthorised parties
- 7.4. 4 Minutes will input course candidate data to the Awarding Body website and promptly submit all documentation to the Awarding Body.
- 7.5. Data submitted will only be viewable via individual unique user log on details and passwords for 4 Minutes and the Awarding Body.
- 7.6. 4 Minutes staff will not share their log on and passwords with any unauthorised individuals or companies

8. Data Retention

- 8.1. 4 Minutes is required by the Awarding Body and the Regulators (Ofqual/SQA/WG) to keep data
- 8.2. 4 Minutes will retain any data in accordance with Awarding Body retention periods (currently 5 years)
- 8.3. 4 Minutes will review its necessity to retain data once they have been submitted and accepted by the awarding body.
- 8.4. 4 Minutes will check data held as part of an annual review

9. Data Destruction

- 9.1. 4 Minutes will ensure it destroys data in a confidential manner i.e. shredding of paper documents, deletion from computer systems.

10. Data Access



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- 10.1. You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to 4 Minutes, 3 Timbers Walk, Maidenhead Berkshire SL6 4QL
- 10.2. There is a charge of £10 for a copy of your data (as permitted by law). We aim to reply as promptly as we can and, in any case, within the legal maximum of 40 days.
- 10.3. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

4END OF POLICY