

Data Protection Policy v3

The Data Protection Act 1998 (DPA) promotes high standards in the handling and processing of personal information, the aim of which being to protect the personal privacy of individuals. The Act applies to companies holding information about individuals; such companies must process personal information according to eight principles.

These state that information must be:

- Fairly and lawfully processed
- Processed for specific purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred to countries outside the European Economic Area unless the information is adequately protected

Any Driver processes all personal information in accordance with these principles.

Any Driver is registered with the Information Commissioner (www.ico.gov.uk) and has a Data Protection Licence (DPL) Tier 1. Our registration is classed as an Information Processor which enables us to handle information relevant to our services and to enable us to function as an employer.

Our registration number is: **ZA049069** Any Driver Limited, start date 29th March 2014, end date 28th March 2022.

The DPA places strict limitations on how we can collate, store and distribute personal information.

In general terms, personal data is held by Any Driver for one of five purposes:

- Staff administration
- Advertising, marketing and public relations
- Accounts and records
- Education
- Consultancy and advisory services

Data is held about the following groups of people:

- Staff including assessors and trainers, volunteers, agents, temporary and casual workers
- Relatives, guardians and associates of the data subject, where disclosed for emergency contact details
- Customers and clients
- Complainants, correspondents and enquirers
- Advisers, consultants and other professional experts
- Suppliers

- Students and pupils i.e. learners

We define information into two categories, Personal data and sensitive data.

Personal data includes an identifier such as;

- Your name
- An identification number, such as your National Insurance or passport number
- Your location data, such as your home address or mobile phone GPS data
- An online identifier, such as your IP or email address.
- Sensitive personal data is also covered in GDPR as special categories of personal data

The special categories specifically include:

- Genetic data relating to the inherited or acquired genetic characteristics which give unique information about a person's physiology or the health of that natural person
- Biometric data for the purpose of uniquely identifying a natural person, including facial images and fingerprints
- Data concerning health which reveals information about your health status, including both physical and mental health and the provision of health care services
- Racial or ethnic origin
- Political opinions
- religious or philosophical beliefs
- Trade union membership
- Sex life or sexual orientation

In order to meet the DPA's first principle of ensuring fair processing of personal data, one of the following conditions must be met:

- The individual has given his or her consent to the processing
- The processing is necessary for the performance of a contract with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the controller or third parties (unless it could prejudice the interests of the individual)

Permission for processing of personal data will be sought from learners and clients at the start of any agreement to provide services. The information collected is relevant and necessary in order to provide services. The company keeps only minimal sensitive personal data about learners and staff, such as racial and ethnic origins, and this is purely to satisfy our legal obligations and to ensure fair provision of services to all our customers.

Any Driver takes personal privacy very seriously. We encourage individuals to familiarise themselves with the important individual rights concerning personal information that are enshrined in the DPA. We encourage clients and customers to get in touch with any queries about how and why Any Driver stores and processes personal information, or about its Data Protection Register entry.

There are certain circumstances in which it is necessary to share personal information with outside agencies. For example, the company needs to liaise with awarding organisations regarding registration and issue of educational awards or with the Skills Funding Agency or Student Loan Company regarding funding and payments. These organisations have stringent data protection policies of their own. Any Driver will only share personal information for legitimate and necessary purposes directly connected with the service we are providing to individuals. We will never sell or pass personal information on to unauthorised third parties.

When sharing sensitive or personal data we would encrypt data using appropriate methods

The DPA provides individuals with rights in connection with their personal data, including the right to request a copy of the information held about them by an organisation, and to correct the information if it is wrong. Any Driver welcomes both formal and informal requests for personal information, providing such requests come from the individual whom the data concerns and that the information does not reveal details about a third person.

Staff and contractors at Any Driver are aware of the importance of confidentiality in all their dealings with personal information. All staff are aware that their ID and access are set for themselves alone and not to be shared in any event. Each member of staff has a responsibility to act in accordance with the principles of the DPA; they will exercise the utmost care in dealing with personal information and will not disclose such information to any unauthorised party. Any Driver has a Data Protection Officer (DPO) and one of their responsibilities is staff training and updates; the DPO is Neil Evans.

Staff are aware that any training resources developed whilst working for Any Driver remains the intellectual property rights of the company.

A failure to comply with the provisions of the DPA may render the company, or in certain circumstances the individual members of staff involved, liable to prosecution as well as giving rise to civil liabilities. For this reason, and to protect the privacy of our learners, clients, staff and associates, Any Driver will take swift and decisive action against any member of staff found to be in breach of this policy and/or any other of its confidentiality and security procedures.

We operate a clean desk, work area and screen policy, in support of our compliance with data protection legislation.

Our premises operate strict procedures for access. Any visitors must pass our entry system and they must sign in and sign out.

The DPO is responsible for day-to-day matters relating to data protection, notification, subject access requests, information security and confidentiality procedures, staff training and for informing the board of its responsibilities under the DPA and keeping Directors up to date at all times. However, legal responsibility for complying with the DPA and all its provisions lies with the Directors.