



Data Protection Policy

Version	3
Title of Policy	Data Protection
Policy Owner	Kerry Bentley
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Authorised by	Kerry Bentley
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DBC Training is committed to compliance with the requirements of the Data Protection Act 2018 and The General Data Protection Regulation.

DBC Training will therefore follow procedures which aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the company who have access to any personal data held by or on behalf of the company, are fully aware of and abide by their duties under the Data Protection Act 2018 and The General Data Protection Regulation.

Statement of Policy

In order to operate efficiently, DBC Training has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition it may be required by law to collect and use information in order to comply with other statutory acts or funding body requirements.

It is the policy of DBC Training to ensure that:

- Personal data is processed fairly and lawfully
- Personal data is only obtained for specified and lawful purposes
- Personal data is adequate, relevant and not excessive to the purpose(s) or which it is processed
- Personal data is kept accurate and up to date
- Personal data is not kept for longer than is necessary
- Personal data is processed in accordance with the rights of the data subjects
- Personal data is protected from unauthorised and unlawful processing and against accidental loss or destruction or damage by appropriate technical and organisational controls
- Personal data is not transferred to a country or territory outside the EEA unless an adequate level of protection of the rights and freedoms of the data subject(s) can be guaranteed



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This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

DBC Training regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the company and those with whom it carries out business. The company will ensure that it treats personal information lawfully and correctly.

To this end DBC Training fully endorses and adheres to the principles of Data Protection as set out in the Data Protection Act 2018.