

# Data Protection – You & Sea

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You & Sea holds and processes information about learners, corporate clients, and other data subjects for administrative, approval and commercial purposes. When handling such information, You & Sea and all staff who process or use any personal information will comply with the General Data Protection Regulations which are set out in the Data Protection Act 2018. In summary these state that personal data shall:

- be processed fairly and lawfully,
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose,
- be adequate, relevant and not excessive for the purpose
- be accurate and up-to-date,
- not be kept for longer than necessary for the purpose,
- be processed in accordance with the data subject's rights,
- be kept safe from unauthorised processing, and accidental loss, damage or destruction,
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data, except in specified circumstances.

## **What information we store:**

The information is gathered by students completing the booking form prior to each course commencing. The information we retain for the duration of the course is:

- Name
- Address
- D.O.B
- Email
- Phone number
- Next of Kin details,
- Health Declaration
- Food allergies

## **How the information is stored:**

The completed course booking forms are stored in a locked cabinet and only accessible by Sue (Office Manager) and Euan (Company Owner).

Email addresses and phone numbers are stored on an online course booking spreadsheet which only Sue, Euan and the other directors have access to. All company PC's and Laptops are password protected.

## **How long do we store the information:**

Each course application is stored for a period of 6 months and then shredded. The email address and phone number is only retained on the course spreadsheet if the individual ticked the 'opt in' box on the booking form.



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## **Responsibilities:**

All people on which information is held.

- ensure that all personal information which they provide to You & Sea is accurate and up-to-date;
- inform You & Sea of any changes to information, for example, changes of address;
- Check the information which You & Sea shall make available from time to time, in written or automated form, and inform You & Sea of any errors or, where appropriate, follow procedures for up-dating entries on computer forms. You & Sea shall not be held responsible for errors of which it has not been informed.

Staff shall ensure that

- all personal information is kept securely;
- Personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party. Unauthorised disclosure may be a disciplinary matter and may be considered gross misconduct in some cases.

When staff supervise learners doing work which involves the processing of personal information, they must ensure that those students are aware of the Data Protection Principles the requirement to obtain the data subject's consent where appropriate.

## **Learner Responsibilities:**

All learners shall

- ensure that all personal information which they provide to You & Sea is accurate and up-to-date;
- inform the You & Sea of any changes to that information, for example, changes of address;
- check the information which You & Sea shall make available from time to time, in written or automated form, and inform You & Sea of any errors or, where appropriate. You & Sea shall not be held responsible for errors of which it has not been informed.

## **Rights to Access Information:**

Staff, Learners, Corporate Clients, Approving or Awarding Organisations and other data subjects in You & Sea have the right to access any personal data that is being kept about them either on computer or in structured and accessible manual files. Any person may exercise this right by submitting a request in writing to You & Sea.

## **Subject Consent:**

You & Sea may ask for information about health needs, such as allergies to particular forms of medication, or conditions such as asthma, arthritis. You & Sea will only use such information to protect the health and safety of the individual, for example, in the event of a medical emergency or in carrying out physical activities.

## **Compliance:**

Compliance with the Act is the responsibility of all students and members of staff. Any deliberate or reckless breach of this Policy may lead disciplinary, and where appropriate, legal proceedings.

Any individual, who considers that the policy has not been followed in respect of personal data about him-or herself, should raise the matter with You & Sea.

