

General Data Protection Regulation (GDPR)

A1 Road Skills Ltd: The Data Controller.

General Data Protection Regulation, or GDPR, have overhauled how businesses process and handle data. Europe is now covered by the world's strongest data protection rules. The mutually agreed General Data Protection Regulation (GDPR) came into force on May 25, 2018 and was designed to modernise laws that protect the personal information of individuals.

In the UK, human rights are protected by the Human Rights Act 1998. The Act gives effect to the human rights set out in the European Convention on Human Rights. Article 8 - the right to respect for your family and private life, your home and your correspondence is one the rights protected by the Human Rights Act.

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified, by reference to an identifier.

Under the GDPR, the data protection principles set out the main responsibilities for organisations.

Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) 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; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) 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."

A1 Road Skills fully respect your right to privacy and comply fully with GDPR and are signatories to the Information Commissioner's Office (the UK Data Protection Controller) Compliance Procedures.

In order to use many of our services, you need to give us some personal information. We will hold this information for as long as it is needed based on the nature of the service provided and the requirements imposed by HMRC and other government sectors for Companies to retain certain information for specific periods. Your information will then be removed and securely deleted when the reason or purpose for which it was first retained has been met.

On occasions, it may be necessary for us to share your information with awarding bodies or government departments in order for you to be granted the necessary qualification.

Payment processing by debit or credit card is encrypted via. Secure Socket Layer (SSL) technology and we implement a variety of security measures to maintain the safety of personal information when a payment by is made by card in person or online. All transactions are processed through a gateway provider (Payment Sense) and are not stored or processed on our servers or computer equipment.

We have put in place security measures to prevent your personal data from being lost, used or accessed in an unauthorised way, altered or disclosed inappropriately. We also limit access to your personal data to those who have a need to know in order for our services to be provided. Any persons granted access to your information will only do so with our specific approval and are subjected to a duty of confidentiality.

We do not disclose (save as is necessarily required as above) or share sensitive information without your explicit consent and will immediately notify the regulator where any breach of personal information is identified.

We do not pass personal data to any third parties for marketing, sales or any other commercial purpose. We may process your personal information using web services hosted outside of the European Economic Area (EEA) but only where a data processing agreement is in place that complies with obligations equivalent to those of the Data Protection Act.

You retain the right to:

- Request access to your personal data
- Request correction of our records
- Request removal of data or limit our use of it

You have the right at any time to make a complaint to the ICO. However, we would appreciate the opportunity to deal with your concerns beforehand.