

Chadsfield Training Ltd

Data Protection Policy

(UK GDPR & Data Protection Act 2018)

1.0 Policy Statement

Chadsfield Training Ltd is committed to protecting the privacy, confidentiality and security of personal data. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We recognise the importance of handling personal information lawfully, fairly and transparently, and we take appropriate technical and organisational measures to safeguard data against unauthorised access, loss, misuse or disclosure.

2.0 Scope

This policy applies to:

- All employees
- Freelance trainers and associates
- Contractors
- Administrative personnel
- Any individual processing personal data on behalf of Chadsfield Training Ltd

This policy covers personal data relating to employees, clients, delegates, suppliers and other third parties.

3.0 Data Protection Principles

In accordance with Article 5 of the UK GDPR, Chadsfield Training Ltd adheres to the following principles:

3.1 Lawfulness, Fairness and Transparency

Personal data shall be processed lawfully, fairly and in a transparent manner.

3.2 Purpose Limitation

Data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes.

3.3 Data Minimisation

Only data that is adequate, relevant and limited to what is necessary shall be collected.

3.4 Accuracy

Personal data shall be accurate and, where necessary, kept up to date.

3.5 Storage Limitation

Personal data shall not be retained longer than necessary for the purposes for which it was collected.

3.6 Integrity and Confidentiality

Appropriate security measures shall be in place to protect personal data from unauthorised or unlawful processing, accidental loss, destruction or damage.

4.0 Lawful Basis for Processing

Chadsfield Training Ltd processes personal data under one or more of the following lawful bases:

- Contractual necessity
- Legal obligation
- Legitimate interests
- Consent (where required)

Where consent is relied upon, it shall be freely given, specific, informed and capable of withdrawal.

5.0 Rights of Individuals

Under the UK GDPR, individuals have the right to:

- Access their personal data (Subject Access Request)
- Request rectification of inaccurate or incomplete data
- Request erasure (where applicable)
- Restrict processing
- Object to processing
- Request data portability

Requests must be made in writing and will be responded to within one calendar month.

6.0 Data Security and Storage

Chadsfield Training Ltd implements appropriate security measures, including:

- Secure password-protected systems
- Encryption of electronic data where appropriate
- Restricted access on a need-to-know basis
- Secure storage of physical documents in locked cabinets
- Secure disposal of confidential waste

Digital records are backed up securely and retained in accordance with our data retention procedures.

7.0 Data Breaches

Any actual or suspected data breach must be reported immediately to senior management.

Where a breach poses a risk to the rights and freedoms of individuals, the Information Commissioner's Office (ICO) will be notified within 72 hours in accordance with statutory requirements.

Affected individuals will be informed where there is a high risk to their rights and freedoms.

8.0 Training and Awareness

All individuals handling personal data on behalf of Chadsfield Training Ltd are responsible for maintaining confidentiality and complying with this policy.

9.0 Monitoring and Review

This policy will be reviewed annually or sooner if there are changes in legislation, regulatory guidance or organisational structure.

Date: 01 January 2026

Review Date: 01 January 2027

Christopher Driver
Managing Director
Chadsfield Training Ltd