

Data Protection Policy

As a CPD-accredited trainer, I am committed to the protection of personal data collected during training sessions, website interactions, and other communication channels. This data protection policy aligns with the **General Data Protection Regulation (GDPR)** and other relevant laws, ensuring the secure and responsible handling of all personal information.

Data Collection and Usage

Data collection occurs only when necessary, with explicit consent from participants. The types of personal data collected include names, email addresses, phone numbers, organization details, and specific information related to training interests. This data is used solely for communication, training delivery, certification, and follow-up purposes. No personal data is collected without prior notice, and users are informed about the purpose of data collection at the point of interaction.

Data Storage and Security

Personal data is stored securely in encrypted databases, accessible only by authorized personnel. All access is controlled through multi-factor authentication, ensuring that only trained and responsible individuals handle data. Data breaches are prevented through the use of firewalls, antivirus software, regular security audits, and data encryption. Additionally, backup protocols are in place to ensure data recovery in case of system failures.

Data Retention and Deletion

Personal data is retained only as long as it is necessary to fulfill the purposes for which it was collected or as required by legal obligations. After the retention period, data is securely deleted from all databases and storage systems. Participants have the right to request data deletion at any time, and I ensure prompt compliance with such requests, in accordance with GDPR requirements.

Participant Rights

Participants have several rights under this policy, including:

- **Right to Access:** Participants can request a copy of their personal data to review how it has been used.
- **Right to Rectification:** If any information is incorrect or incomplete, participants can request corrections.
- **Right to Erasure:** Participants can request the deletion of their personal data, and I will ensure data is erased promptly from all systems.
- **Right to Restrict Processing:** Participants can limit the processing of their data under certain conditions.

Transparency and Accountability

Transparency is central to this policy. Participants are informed about how their data will be used, stored, and protected at the point of collection. A privacy notice detailing data handling procedures is available on the website and upon request. Any changes to the data protection policy are communicated promptly to ensure participants are aware of their rights and any implications.

Compliance Measures

To ensure compliance, regular audits are conducted to review data handling procedures, assess security measures, and update practices in line with evolving regulations. Data protection training is provided to all staff members involved in data handling, ensuring awareness of legal responsibilities.

Conclusion

This data protection policy emphasizes privacy, security, and user control. It ensures that all personal data collected during training and communication activities is handled responsibly and transparently, maintaining compliance with GDPR and other regulations. By safeguarding personal data, I aim to build trust and uphold the highest standards of professional integrity.