



Golbourn Training Solutions

DATA PROTECTION POLICY STATEMENT

General Policy:

Golbourn Training Solutions is a registered member of the Information Commissary Office (ICO) and will meet all steps to stay fully compliant with the Data Protection Act 1998. The information of all our clients, contactors and staff will be held for the sole use of Golbourn Training Solutions and not be relayed to any other parties.

The information collected is for administration and course purposes only.

Information Security:

All electronic stored information will be safely stored on a password protected system (laptop), the laptops physical security will be under locked conditions when not in use. Access to the system is restricted to authorized Golbourn Training Solutions persons only. All systems are to be protected by up to date anti-virus protection software continuously.

All electronic external storage devices are to be regularly scanned by anti-virus software and when not in use securely locked away.

No information held will be passed on to other individuals, organizations or systems without either written consent or legal warrant.

All physical documentation information will be kept in a secure lockable storage area within a lockable room. Access to these documents are restricted to Golbourn Training Solutions appointed persons only.

Purpose for information assembly:

All information obtained and stored by Golbourn Training Solutions is for the learner communication and training requirements, the need to meet learner's bespoke needs and the learner's safety in regard to medical or allergy requirements.

As previously stated, no information will be distributed outside Golbourn Training Solutions without individual's consent to do so. All information stored will remain under United Kingdom borders.

Information will be stored for up to five years.

Signed:

Owner Steven Golbourn

Dated: 01/01/2017

Golbourn Training Solution