



DH Associates Data Protection Policy

Scope

This policy applies to all information held by DH Associates (DHA) in relation to operating as a business, employer, approved centre and funded agency.

This policy takes account of the following:

- The Data Protection Act 1998 is the legal framework that places obligations on the control and processing of information relating to individuals by DHA.
- Financial regulations have requirements for storage and retention of information
- Skills Funding Agency and ESF funding have audit requirements in relation to storage and retention.

Definition (Personal Data and Sensitive Personal Data)

DHA ensures that all data subjects are aware of what information will be collected and how it will be used. Employees sign a data protection and confidentiality agreement on appointment. Learners are informed of data usage at initial contact and information is included in the Learner handbook. Employers are informed on initial contact and employer agreements included information on data collection and usage.

DHA collects, uses, stores and archives information personal information to enable it fulfil its duties under employment law, SFA & ESF regulations and awarding body requirements.

This includes information that will be held by DHA and shared with 3rd parties to:

- identify a living individual ('personal data') or an employer
- undertake administration in relation to the qualification/programme for which the learner is funded either publicly or privately. This includes funding claims, registration, certification, audit compliance and quality assurance.
- contact learners directly in relation to their qualification/programme
- inform learners or employers of products or services offered by DHA
- disclose to its regulators where so required; and
- disclose to relevant industry bodies, awarding bodies and funding agencies where so required by law
- account for learners where there is a requirement to do so; and
- contact a learner directly if there is a requirement for such bodies and the information is not readily accessible by other means.
- in relation to sensitive personal data, for the following purposes:
 - collect and analyse data relating to a living individual's racial or ethnic origin, political opinions, religious beliefs, mental health, sexual life, trade union membership or criminal convictions or proceedings relating to any criminal charges against such individual ('**sensitive information**')



- administer requests for reasonable adjustments under the Access of Assessment policy
- carry out statistical analysis (on an anonymised basis) which may be carried out by DHA or 3rd parties
- monitor (on an anonymised basis) equal opportunities relating to ethnicity or disability or other such monitoring purposes.

Process

All data subjects will be informed of how information will be used and shared

All information will be collected direct from data subjects and will be updated to reflect any reported changes by data subjects

Data records will be archived and securely stored on MI systems

Paper records will be retained to meet external audit requirements of finance, funding and awarding bodies

Prior to using information in a public forum or sharing with non regulated bodies permission will always be requested from employees, learners and employers