



Developing the Future

GDPR and Data Protection Policy

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The UK's new gold standard for tech education, continually developed by industry-led peers to better discover, develop and supply tech's new talent to ambitious, socially conscious companies.



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Introduction:

The EU General Data Protection Regulation ('GDPR') came into force across the European Union on 25th May 2018 and brings with it the most significant changes to data protection law in two decades. Based on privacy by design and taking a risk-based approach, GDPR has been designed to meet the requirements of the digital age. GDPR imposes new obligations on organisations that control or process relevant personal data and introduces new rights and protections for EU data subjects. Within this policy The Coders Guild Ltd defines the measures we have put in place to ensure compliance with GDPR.

Our Commitment:

The Coders Guild Ltd is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the General Data Protection (GDPR) and Data Protection Act 2018

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Changes to data protection legislation shall be monitored and implemented in order to remain compliant with all requirements.

The member(s) of staff responsible for data protection is **Tracy Stuart – Contract and Programmes Manager**

The Coders Guild Ltd is also committed to ensuring that it's staff are aware of GDPR & data protection policies, legal requirements and adequate training is provided to them.

The requirements of this policy are mandatory for all staff employed by The Coders Guild Ltd and any third party contracted to provide services within the organisation.

Notification:

Our data processing activities will be registered with the Information Commissioner's Office (ICO) as required of a recognised Data Controller. Details are available from the ICO:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.

Breaches of personal or sensitive data shall be notified immediately to the individual(s) concerned and the ICO.

Personal and Sensitive Data:

All data within The Coders Guild Ltd's control shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The definitions of personal and sensitive data shall be as those published by the ICO for guidance: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

The principles of the GDPR & Data Protection Act shall be applied to all data processed:

1. Processed fairly and lawfully;
2. Obtained only for lawful purposes, and is not further used in any manner incompatible with those original purposes;
3. Accurate and, where necessary, kept up to date;
4. Adequate, relevant and not excessive in relation to the purposes for which it is processed;
5. Not kept for longer than is necessary for those purposes;
6. Processed in accordance with the rights of data subjects under the GDPR & DPA;
7. Protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage;
8. Not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information.

Fair Processing / Privacy Notice:

We shall be transparent about the intended processing of data and communicate these intentions via notification to staff, learners and organisations prior to the processing of individual's data.

Notifications shall be in accordance with ICO guidance and, where relevant, be written in a form understandable by those defined as young adults or adults under the legislation.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

The intention to share data relating to individuals to an organisation outside of our organisation shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Any proposed change to the processing of an individual's data shall first be notified to them.

Data Security:

In order to assure the protection of all data being processed and inform decisions on processing activities, we shall undertake an assessment of the associated risks of proposed processing and equally the impact on an individual's privacy in holding data related to them.

Risk and impact assessments shall be conducted in accordance with guidance given by the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Security of data shall be achieved through the implementation of proportionate physical and technical measures. Nominated staff shall be responsible for the effectiveness of the controls implemented and reporting of their performance.

The security arrangements of any organisation with which data is shared shall also be considered and these organisations shall provide evidence of the competence in the security of shared data.

Data Access Requests (Subject Access Requests):

All individuals whose data is held by us, have a legal right to request access to such data or information about what is held. We shall respond to such requests within 40 days and they should be made in writing to: Crispin Read, Director, The Coders Guild Ltd, Duke Studios, 3 Sheaf Street, Leeds, LS10 1HD.

A charge may be applied to process the request.

<https://ico.org.uk/media/for-organisations/documents/1131/definition-document-colleges-of-further-education.pdf>

Photographs and Video:

Images of staff and learners may be captured at appropriate times and as part of training activities. Consent of use of any images will be obtained and a record of consent stored.

All training sessions are recorded. Recordings will only be kept for 6 months. These will be stored on private links, with only link owners having access. These recordings will not be shared with external people. To be reviewed again in 6 months.

Unless prior consent from learners or staff has been given, we shall not utilise such images for publication or communication to external sources.

It is our policy that external parties may not capture images of staff or learners during such activities without prior consent.

Data Disposal:

Our organisation recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data held in any form of media (paper, tape, electronic) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services.

All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

Disposal of IT assets holding data shall be in compliance with ICO guidance:

https://ico.org.uk/media/for-organisations/documents/1570/it_asset_disposal_for_organisations.pdf

When required The Coders Guild Ltd will identify a qualified source for disposal of IT assets and collections and make the required individuals aware.

Data Breaches:

When required The Coders Guild Ltd will identify a qualified source for disposal of IT assets and collections and make the required individuals aware.

Our organisation recognises that the reporting of data breaches is an integral element to compliance with legal requirements.

All data breaches shall be reported to the DPO who will record a log of incidents, including an internal assessment. In line with ICO guidelines, the DPO will use the self-assessment tool to check if it is required that the data breach needs to be reported to the ICO.

<https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach-assessment/>

Contact details

Nominated Data Protection Officer

Name: Tracy Stuart

Email: tracy@thecodersguild.org.uk

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 29th November 2022

Name: Tracy Stuart

Signature: *Tracy Stuart*

Date: 29th November 2022