

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 5 Three 01/01/2021 01/01/2022
TITLE: ATC Data Protection Policy		APPROVED BY: Directors	

1. Data Protection Policy

The Data Protection Act 1998 (DPA) was introduced to establish a framework for the protection of personal or sensitive data and is underpinned by a set of eight principles. By processing data in accordance with the data protection principles, Triton Training will ensure the safeguarding of data for all individuals engaged with the assessment, delivery and award of Swim England, STA and RLSS qualifications.

2. Policy aim and purpose

This policy has been designed to draw attention to the different types of personal or sensitive data which may be processed by Triton Training. In addition, the data processing methods (including the concepts of obtaining, recording, retrieval, consultation, holding, disclosing and using) utilised by Triton Training, for the purpose of fulfilling the role of an approved training centre, are outlined within this policy.

3. Definition of Data

Data refers to information about an individual (referred to as the 'data subject') that may be used or processed by Triton Training (referred to as the 'data controller') in order to carry out the functions of an ATC. There are two categories:

Personal data

This is information which relates to a data subject who is able to be identified from data or from data with other information, which is already in possession, or likely to come into possession of, the data controller. Facts and opinions about the data subject which can be held electronically or on paper may also be considered as personal data.

Sensitive personal data

This is information about a data subject relating to racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health or condition, sex life, the commission or alleged commission of any offence, criminal proceedings or convictions.

4. The data protection principles

The following eight principles of the DPA must be adhered to when processing personal data:

- Personal data shall be processed fairly and lawfully.
- Personal data shall only be obtained for specified and lawful purposes.
- Personal data shall be adequate, relevant and not excessive.
- Personal data shall be kept accurate and, where necessary, kept up to date.

- Personal data shall not be kept for longer than necessary.
- Personal data shall be processed in accordance with the rights of the data subject under this Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside of the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects.

5. Complying with the data protection principles

To meet the legal obligations of the DPA, Triton Training has in place the following procedures to ensure the security of data for all individuals engaged with the delivery, assessment and award of Swim England, STA and RLSS qualifications.

- All members of the Triton Training team, Swim England Qualifications representatives, STA qualification representatives, RLSS qualifications representatives, external consultants, advisors, learners and volunteers have access to a copy of this policy.
- All forms which require the collection of sensitive or personal data include a data protection statement to inform the data subject of how their data will be processed. No data is used for the purposes of marketing, unless the data subject provides written consent to confirm that this is acceptable.
- No personal data is disclosed, written or verbal, to anybody outside of Triton Training unless written consent from the data subject is provided to confirm that this is acceptable.
- Only nominated members of Triton Training have access to personal data and process this information in accordance with the requirements of the relevant awarding bodies.
- All records are electronically stored, with appropriate protection in place to prevent unauthorised access from non- Triton Training members of staff.
- Access to the Triton Training database is restricted with password protection and access rights made available to nominated members of Triton Training, with passwords reset regularly.
- Learner achievement data will be uploaded to the personal learning record if the data subject has indicated that this is acceptable and a unique learner number has been provided to the appropriate qualification governing body.
- Access to view information contained within the personal learning record is limited to nominated members of Triton Training, of which they have been vetted prior to authorisation.
- Learner achievement data is not used for any other purpose other than those permitted in this policy, including marketing or financial gain.
- All records are kept accurate and up to date as far as practicable; Triton Training relies on the data subject to communicate any changes to personal data as and when applicable.
- Should Triton Training at any point send an email to multiple individuals, those individuals will be blind copied into the correspondence.

6. How we use your information

Personal data collected will solely serve the purpose of enabling Triton Training to carry out the requested activity. By submitting information to us, you are authorising Triton Training to process your data accordingly. Should contact information be provided, you consent to receiving information relating to the requested activity by email, post or telephone unless stated otherwise.

7. Security of data

Triton Training has in place appropriate measures to ensure the safety of stored data to prevent unauthorised use or disclosure. In the event of a breach of security (i.e. theft, deliberate attack on systems, unauthorised use of personal data by a member of staff, accidental loss or equipment failure), a recovery plan will be implemented. This will include procedures for assessing the risk associated with the breach, reviewing and updating security measures and notifying those individuals affected.

8. Personal learning record

The personal learning record is an internet-based register of learners and achievement data, designed to assist learners with their personal learning development. It allows learners to view their education and training qualifications in one place. A unique learner number (ULN) is required to access a record and is completely unique to each learner. Triton Training is responsible for creating and providing a valid ULN for those learners who do not already possess one. It is also the responsibility of the Triton Training to inform learners that their data will be processed for the purpose of creating a ULN and updating their personal learning record. This notification will take place in the form of a privacy notice as identified below.

9. Privacy notice

Triton Training are required to inform learners of how their data will be processed for the purpose of registration and certification of a Swim England qualification, STA qualification or RLSS qualification. In particular, a privacy notice is required to inform learners of how their data will be processed for the purposes of the personal learning record. As a minimum, Triton Training will provide the following statement to learners at the point of application or registration onto any Swim England qualification, STA qualification or RLSS qualification, along with the opportunity to opt out if they do not want to share their data. If applicable "Some of the information you supply will be used by Education and Skills Funding Agency to fulfil its statutory functions, issue/verify your unique learner number (ULN) and update/check your personal learning record. The ESFA may share your ULN and personal learning record with other education related organisations, such as careers service, school, college, university, government departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found at <https://www.gov.uk/government/organisations/education-and-skills-funding-agency>. Further information on the personal learning record and how data is used and shared is set out below. For those individuals who wish to fully understand the implications of sharing data, further information is contained within the Extended Privacy Notice directly from Learning Records Service.

- Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your ULN and update/check your own personal learning record.
- Your personal learning record will include information about your qualifications, awards, training and learning achievements that you may collect throughout your lifetime – at all levels and also whilst you are working and learning.
- Your personal learning record can be shared with organisations who have a responsibility for providing, funding and serving your education and training.
- If you are below the age of 16, you might wish to discuss this privacy notice with your parent or legal guardian.
- The Skills Funding Agency is a public body that funds qualifications and training that you may be receiving. It is responsible for maintaining ULNs and personal learning records on behalf of all individuals aged 13 and above in England and Wales.
- Your ULN is a ten digit reference number, which is unique and individual to yourself for use within education. Please keep this number in a safe place.
- It is used to create and update your own personal learning record, which will be conveniently located online for you to access at www.learningrecordservice.org.uk/products/learnerrecord/
- The Skills Funding Agency may obtain and use third party reference data to assist when verifying your ULN and when checking that the data it holds about you is correct, in order to comply with the requirements of the Data Protection Act to keep your details accurate and up to date.
- The Skills Funding Agency may use your information for management and statistical purposes and for monitoring the accuracy of the information it holds about you.
- The Skills Funding Agency may share your ULN and personal learning record information with other education related organisations such as your careers service, school, college, university, Government departments and public bodies responsible for funding your education.
- Please note that you can opt-out of the Skills Funding Agency sharing your personal learning record. You may not however opt-out of the Skills Funding Agency storing your information.
- You can opt-out of sharing your participation and achievement data by contacting the Learning Records Service customer helpdesk on 0845 602 2589. You will be required to provide some personal details to confirm your identity, which may include your ULN, if known.

10. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	09/05/2019	Krystal Buckley
2	Written, Checked and Approved	01/01/2020	Krystal Buckley
3	Written, Checked and Approved	01/01/2021	Krystal Buckley

11. Internal Documents & Forms

1. Triton Training Learner Registration Form

12. External Sources of Information

2. RLSS Guidance Documents.
3. Swim England Guidance Documents.
4. STA Guidance Documents.
5. <https://www.gov.uk/government/organisations/education-and-skills-funding-agency>
6. www.learningrecordsservice.org.uk/products/learnerrecord/