

YBFIT Training Ltd - Data Protection

YBFIT Training Ltd will comply with the data protection act in processing any data supplied by you to us. We will use the information for the purpose it has been given only. YBFT Training's work includes the handling of confidential information. To ensure that all those using or working with information at YBFIT Training can do so with confidence, we respect confidentiality in line with the requirements of the Data Protection act 1998 (DPA) We have a legal responsibility to ensure that the requirements of the Data protection Act 1998 are complied with in respect of personal data held by or on behalf of YBFIT Training. Anyone using a computer to store and/or process personal information must comply with the principles of the act.

- YBFIT Training will ensure that any data collected will be processed fairly and lawfully.
- Data will be held only for the lawful purposes described in the register entry.
- Data will be held no longer than is necessary for the registered purpose.
- YBFIT Training will respect the rights that individuals have to privacy and access of any

Personal data kept by YBFIT Training will comply with the 1988 act above. The Data Protection act 1988 refers to the rights of individuals to privacy regarding the holding of personal data in either electronic or paper based systems and provides individuals with rights of access to this information.

- YBFIT Training will ensure that any data will be accurate and, where necessary, kept up to date.
- For registration and certification purposes YBFIT Training will need to share learner information with the awarding bodies relevant to the specific qualification and them only.
- Information relating to the achievement and the progress of the learner will be shared with relevant YBFIT Training staff or the awarding bodies involved.
- The education act bestows certain rights to parents/guardians/sponsors relating to their child's education (if under 18 years of age) and therefore YBFIT Training has an obligation to provide parents/guardians/sponsors with essential information relating to each learner's achievement and progress.
- Other information will not be passed onto a third party without the learner's consent, except under exceptional circumstances when it is necessary to breach confidentiality. Any decision to break confidentiality should always be preceded by informing the learner of what is about to happen and by and the reason for this decision.
- Any information held, in whatever format e.g. paper, electronic, etc in a filing system is covered by the Data Protection Act 1998 and held under secure conditions. All users of this information are covered by the principles of Data Protection.
- Confidential information about the learner will be confined to persons who need to know.