



MAGNUM OPUS TRAINING

ALTERNATIVE EDUCATION

GDPR, Data Protection & Privacy Policy

Last Review Date: September 2025

Next Review Data: September 2026

Signed: 

Mr S King

Education Director

Data Protection Officer Contact Details

GDPR, Data Protection &
Privacy Policy

Data Protection Officer: Mr Scott King [scottking@magnumopustraining.com]

ICO Number: ZB865875

Number of Data Breaches Reported to ICO in the last 12 months: 0

Privacy Statement

At Magnum Opus Training we are committed to protecting the personal data of our students, staff, and stakeholders in line with the **Data Protection Act 2018 (DPA 2018)** and **UK GDPR**. Our approach ensures that all personal information is handled lawfully, securely, and transparently to safeguard the rights of individuals while supporting our provision's operations.

Key Principles:

1. **Lawful, Fair & Transparent Processing** – We only collect and use personal data for legitimate educational and safeguarding purposes, ensuring compliance with legal requirements.
2. **Individual Rights** – Students, parents, and staff have the right to access, correct, restrict, or request deletion of their personal data where appropriate. Requests for data should be made directly to scottking@magnumopustraining.com in writing by whom the data is directly related to.
3. **Security & Confidentiality** – We implement strict measures to protect data from unauthorised access, loss, or misuse, recognising the sensitivity of the information we hold.
4. **Safeguarding & Special Category Data** – Given our duty to protect young people, we handle sensitive data (e.g., safeguarding concerns, health records, and additional needs) with extra care, following strict legal and ethical guidelines.
5. **Data Sharing & Retention** – Information is shared securely only when necessary, such as with local authorities, social services, or partner agencies, always ensuring compliance with safeguarding and legal frameworks.
6. **Breach Reporting** – Any data breaches are taken seriously and, where required, reported to the **Information Commissioner's Office (ICO)** within 72 hours, alongside appropriate internal actions.

This policy underpins our commitment to protecting student welfare while ensuring compliance with data protection laws.

Data Controller

Magnum Opus Training is the data controller for the personal data we process. The person responsible for ensuring data protection processes are followed is the Education Director. Contact details are:

- Email: scottking@magnumopustraining.com

Personal Data We Collect

We may collect the following types of personal data:

- Name
- Contact details (email, phone number, address)
- Payment information
- Professional information (e.g., job title, employer)
- Any other information you provide to us

Purpose of Data Processing

We process your personal data for the following purposes:

- To provide training services
- To communicate with you regarding your training
- To process payments
- To comply with legal obligations
- To improve our service

Legal Basis for Processing

We process personal data based on the following legal grounds:

- Consent: When you provide us with your information voluntarily.
- Contractual necessity: To fulfill our obligations to you under a contract.
- Legal obligation: To comply with applicable laws.
- Legitimate interests: To enhance our services and user experience.

Data Retention and record management

We will retain your personal data only for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Certification and course related data such as unit completion work will be retained for 5 years from the registration date of the learner.

Data is only held for the minimum period required by the services, certification awarding bodies or local authority to undertake its responsibilities.

At the end of this retention period, data is reviewed, leading to one of the following outcomes:

- Secure destruction: the data is no longer required
- Review/keep: the data is required for a further period, and this period is documented
- Archive: Some or all of the data may be retained by Magnum Opus Training for archiving. Archive data will be archived electronically on our secure online server.

Data Security

We implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk of processing your personal data.

Data Breach Procedures

In the event of a data breach, we will:

- Notify the ICO [Information Commissioners Office] within 72 hours of becoming aware of the breach, if required by law.
- Inform affected individuals without undue delay if the breach poses a high risk to their rights and freedoms.
- Take all necessary measures to mitigate any potential damage and prevent future breaches.

Your Rights

Under the GDPR, you have the following rights:

- Right to access: Request access to your personal data.
- Right to rectification: Request correction of your personal data if it is inaccurate or incomplete.
- Right to erasure: Request deletion of your personal data under certain conditions.
- Right to restrict processing: Request that we limit the processing of your personal data.
- Right to data portability: Request transfer of your personal data to another service provider.
- Right to object: Object to the processing of your personal data in certain circumstances.

Changes to This Policy

We may update this policy from time to time. Any changes will be posted on our website, and we encourage you to review them periodically.

Contact Us

If you have any questions or concerns about this policy or our data practices, please contact us at:
 GDPR, Data Protection &
 Privacy Policy

- Email: office@magnumopustraining.com