**Data Protection Policy**

## Purpose

* To ensure personal data is processed securely, fairly, and lawfully in accordance with the UK GDPR and Data Protection Act 2018.

## Scope

* Covers all personal data held by LCP Nexus™ relating to staff, learners, clients, and stakeholders.

## Data Protection Principles

* Lawfulness, fairness, and transparency.
* Purpose limitation.
* Data minimisation.
* Accuracy and storage limitation.
* Integrity, confidentiality, and accountability.

## Data Subject Rights

* Right to access, rectify, erase, restrict, object, and data portability.
* Right to withdraw consent at any time.
* Submit requests via peter@lcpnexus.com.

## Security and Breach Response

* Use encryption, secure storage, and access controls.
* Report breaches within 72 hours when applicable.

## Review

* Reviewed annually or in line with legal changes.

## Version Control

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| --- | --- | --- | --- | --- |
| Version | Date | Author | Change Description | Next Review |
| 1.0 | 25/07/2025 | Dr Peter Inkpen | Initial issue | 25/07/2026 |