

Data Protection Policy



1. General Policy Statement

1.1 Nuco Training recognises the legal requirements of the General Data Protection Regulation (GDPR) and is committed to safeguarding personal data.

In particular:

- 1.2 Personal data will be processed fairly, lawfully and in a transparent manner and, in particular, will not be processed unless -
 - a) at least one of the conditions set out in Section 2 below is met, and
 - b) in the case of special category data, at least one of the conditions in Section 3 below is also met.
- 1.3 Personal data will be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- 1.4 Personal data will be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- 1.5 Personal data shall be accurate and, where necessary, kept up to date.
- 1.6 Personal data processed for any purpose(s) will be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- 1.7 Personal data will be processed in a manner that ensures appropriate security of the personal data.
- 1.8 Nuco Training will remain responsible and accountable for all personal data collected.

2. Conditions For Processing Personal Data

2.1 Unless a relevant exemption applies, at least one of the following conditions must be met whenever we process personal data:

- a) The individual has consented to the processing of their personal data.
- b) The processing is necessary:
in relation to a contract which the individual has entered into; or because the individual has asked for something to be done so they can enter into a contract.
- c) The processing is necessary because of a legal obligation that applies to you (except an obligation imposed by a contract).
- d) The processing is necessary to protect the individual's "vital interests". This condition only applies in cases of life or death, such as where an individual's medical history is disclosed to a hospital's A&E department treating them after a serious road accident.
- e) The processing is necessary for administering justice, or for exercising statutory, governmental, or other public functions.
- f) The processing is in accordance with the "legitimate interests" condition.

Nuco Training's policies are kept under constant review and updated as and when required

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3. Conditions For Processing Special Category Data

- 3.1 At least one of the additional conditions listed below must also be met whenever we process special category data:
- a) The individual has consented explicitly to the processing of their special category data.
 - b) The processing is necessary to comply with employment law.
 - c) The processing is necessary to protect the vital interests of:
 - the individual (in a case where the individual's consent cannot be given or reasonably obtained), or
 - another person (in a case where the individual's consent has been unreasonably withheld).
 - d) The processing is carried out by a not-for-profit organisation and does not involve disclosing personal data to a third party, unless the individual consents. Extra limitations apply to this condition.
 - e) The individual has deliberately made the information public.
 - f) The processing is necessary in relation to legal proceedings; for obtaining legal advice; or otherwise for establishing, exercising or defending legal rights.
 - g) The processing is necessary for administering justice, or for exercising statutory or governmental functions.
 - h) The processing is necessary for medical purposes, and is undertaken by a health professional or by someone who is subject to an equivalent duty of confidentiality.
 - i) The processing is necessary for monitoring equality of opportunity, and is carried out with appropriate safeguards for the rights of individuals.
- 3.2 In addition to the above conditions – which are all set out in the GDPR itself – regulations set out several other conditions for processing special category data. Their effect is to permit the processing of special category data for a range of other purposes – typically those that are in the substantial public interest, and which must necessarily be carried out without the explicit consent of the individual.
- 3.3 Examples of such purposes include preventing or detecting crime and protecting the public against malpractice or maladministration.

