

Educ8tions Ltd.



Data Protection Policy  
(DPP)  
Apr 2018 – Apr 2019



### Document Control

**Document Title:** Data Protection Policy  
**Document Number:** **G8C16**  
**Author:** Vonley Joseph  
**Change Authority:** The Board of Directors

### Change History

Version	Date	Reason for change	Change by
0.1	01 <sup>st</sup> August 2016	First draft	Vonley Joseph
0.2	02 <sup>nd</sup> April 2018	Updated	Vonley Joseph

### Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

Educ8tions Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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# Educ8tions Limited

## Developing People for Sustainable Careers

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Website: [www.globaleduc8tions.org](http://www.globaleduc8tions.org)

Educ8tions Ltd is registered under the Data Protection Act and we work in accordance with the guidelines as detailed in the Data Protection Act 1998. We are an ICO registered Company.

All information that is held in the offices of Educ8tions Ltd is subject to confidentiality and no details of any person or company will be passed onto or exchanged with anyone outside of the organisation except the awarding body in relation to NVQ registration.

All central candidate records will be kept in secure conditions (inside a locked filing cabinet) and the only persons with access to this central file will be the Director's of Educ8tions Ltd and the appropriate Internal Verifier and nominated Assessor and the External Verifier from the awarding body.

Computer access to Educ8tions Ltd records stored upon the computers is restricted to the Director's, lead verifier and centre administration manager. The computers access is pass word protected.

This policy has been written in requirement of the registration requirements of registration with the Information Commissioner, Data Protection Registration Dept., Wilmslow, Cheshire.

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