



Privacy & UK GDPR Policy

Address: 27 Old Gloucester Street,
London, United Kingdom, WC1N 3AX

Telephone: +44 2080 409032

Mobile: +44 7441 394953

Website: www.licqual.co.uk

Email: Licqual@licqual.co.uk

Table of Contents

1. Introduction	
2. Purpose of the Policy	
3. Scope of the Policy	
4. Definitions	
5. Data Protection Principles	
5.1. Lawfulness, Fairness, and Transparency	
5.2. Purpose Limitation	
5.3. Data Minimization	
5.4. Accuracy	
5.5. Storage Limitation	
5.6. Integrity and Confidentiality	
6. Legal Basis for Processing	
7. Data Collection and Use	
7.1. Types of Data Collected	
7.2. Purpose of Data Collection	
8. Data Subject Rights	
8.1. Right to Be Informed	
8.2. Right of Access	
8.3. Right to Rectification	
8.4. Right to Erasure	
8.5. Right to Restrict Processing	
8.6. Right to Data Portability	
8.7. Right to Object	
8.8. Rights in Relation to Automated Decision-Making	
9. Data Sharing and Disclosure	
10. Data Security	
11. Data Retention	
12. Data Breach Management	
12.1. Reporting	
12.2. Investigation	
12.3. Notification	
13. Responsibilities	
13.1. Employees and Contractors	
13.2. Accredited Training Centres (ATCs)	
13.3. Data Protection Officer (DPO)	
14. Monitoring and Review	

1. Introduction

LICQual UK is committed to protecting the privacy and personal data of its employees, Accredited Training Centres (ATCs), learners, and stakeholders. In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, this policy outlines how LICQual UK collects, processes, stores, and protects personal data to ensure transparency, accountability, and the highest standards of data privacy.

2. Purpose of the Policy

The purpose of this policy is to:

- Outline the principles and legal obligations LICQual UK follows for data protection.
- Inform stakeholders of their rights regarding personal data.
- Provide guidance on the secure and lawful processing of personal data.
- Prevent data breaches and ensure compliance with UK GDPR and other relevant legislation.

3. Scope of the Policy

This policy applies to all:

- LICQual UK employees and contractors.
- Accredited Training Centres (ATCs).
- Learners, clients, and stakeholders.
- Personal data processed by or on behalf of LICQual UK, in electronic or physical formats.

4. Definitions

- **Personal Data:**
Information relating to an identifiable individual (e.g., name, address, email).
- **Processing:**
Any action performed on personal data, such as collection, storage, or sharing.
- **Data Subject:**
The individual whose personal data is being processed.
- **Data Controller:**
LICQual UK, determining the purpose and means of data processing.
- **Data Processor:**
Any entity processing data on behalf of LICQual UK.
- **Data Breach:**
A security incident leading to unauthorized access, loss, or disclosure of personal data.

5. Data Protection Principles

LICQual UK adheres to the following principles:

- 1) **Lawfulness, Fairness, and Transparency:**
Data is processed lawfully, fairly, and transparently.
- 2) **Purpose Limitation:**
Data is collected for specified, explicit, and legitimate purposes only.
- 3) **Data Minimization:**
Only necessary data is collected and processed.
- 4) **Accuracy:**
Data is kept accurate and up-to-date.
- 5) **Storage Limitation:**
Data is retained only as long as necessary.
- 6) **Integrity and Confidentiality:**
Data is secured against unauthorized access or breaches.

6. Legal Basis for Processing

LICQual UK processes personal data based on one or more of the following lawful grounds:

- Consent of the data subject.
- Performance of a contract.
- Compliance with legal obligations.
- Legitimate interests pursued by LICQual UK.

7. Data Collection and Use

- **Types of Data Collected:**
 - ❖ Personal identification information (name, address, contact details).
 - ❖ Educational and training records.
 - ❖ Employment-related information.
- **Purpose of Data Collection:**
 - ❖ Delivering qualifications and services.
 - ❖ Maintaining learner records.
 - ❖ Monitoring compliance and quality assurance.

8. Data Subject Rights

Under UK GDPR, individuals have the following rights:

- 1) **Right to be Informed:**
About how their data is collected and processed.
- 2) **Right of Access:**
To obtain copies of their personal data.
- 3) **Right to Rectification:**
To correct inaccurate data.
- 4) **Right to Erasure:**
To request the deletion of their data (where applicable).
- 5) **Right to Restrict Processing:**
To limit how data is used.
- 6) **Right to Data Portability:**
To receive their data in a machine-readable format.
- 7) **Right to Object:**
To certain processing activities.
- 8) **Rights in Relation to Automated Decision-Making:**
To challenge automated decisions.

9. Data Sharing and Disclosure

LICQual UK does not sell or share personal data with third parties unless:

- Required by law.
- Necessary for delivering services.
- Explicit consent has been obtained.

10. Data Security

LICQual UK employs technical and organizational measures to protect personal data, including:

- Secure data storage systems.
- Regular security audits.
- Encryption of sensitive data.
- Access controls to limit data access.

11. Data Retention

Personal data is retained only as long as necessary for the purposes outlined in this policy or as required by law. Once the retention period expires, data is securely deleted or anonymized.

12. Data Breach Management

LICQual UK has procedures in place to identify, report, and respond to data breaches promptly.

- **Reporting:**
Any breaches must be reported to the Data Protection Officer (DPO) within 24 hours.
- **Investigation:**
All breaches will be thoroughly investigated.
- **Notification:**
Affected individuals and the Information Commissioner's Office (ICO) will be notified where required.

13. Responsibilities

- **Employees and Contractors:**
Must handle personal data responsibly and report potential breaches.
- **Accredited Training Centres (ATCs):**
Must ensure data protection practices align with this policy.
- **Data Protection Officer (DPO):**
Responsible for overseeing data protection compliance and handling requests or complaints.

14. Monitoring and Review

LICQual UK will review this policy annually or whenever significant changes in legislation occur. Feedback from stakeholders will be considered to improve practices.