



Policy Title	Data Protection Policy
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Context and /or Aims

In order to carry out its statutory and administrative functions The Learning Support Centre Ltd and Jotters Ltd needs to collect and process personal information relating to many categories of people, including students, employees, clients and suppliers.

We recognise the right to confidentiality of personal information and therefore take all reasonable steps to comply with the principles of the Data Protection Act 1998.

Policy Statement

This policy applies to all data held by The Learning Support Centre Ltd and Jotters Ltd irrespective of whether it is held on paper or electronic media. The Learning Support Centre Ltd and Jotters Ltd will only collect personal data for those purposes notified to the Information Commissioner, these being necessary for the services that we offer to clients and students. The Learning Support Centre Ltd and Jotters Ltd will only retain personal data for as long as it is valid to do so for any particular purpose and will not disclose personal data to any third party, save where required by law or statutory obligations. Information may be passed to third parties with the consent of the individuals concerned. (The data subjects)

The Learning Support Centre Ltd and Jotters Ltd seek to provide a high standard of security for all personal data whether it is stored on computer or in alternative filing systems. The level of security applied to sensitive personal data must be appropriate and is regularly monitored.

Requirements for Implementation

The Learning Support Centre Ltd and Jotters Ltd will perform on an annual basis, a data audit of all non-automated filing and information systems. This audit will enable the company to maintain an inventory of data systems in use within the organisation. In deciding if a data store is a relevant filing system criteria will be applied, namely:

- Information is grouped by theme, whether or not it is held in the same place:
- Information is structured by reference to name, number or other mechanism such as type of job or section;
- Information is structured to enable easy access to information about individuals.

Related Documents

[The Data Protection Act](#)

Data Protection A Guide For Staff