

## General Data Protection Regulation Policy

QTS Group and QTS Training are fully committed to compliance with the requirements of the General Data Protection Regulation and Data Protection Act 2018 which came into force in May 2018.

The Group will follow procedures which aim to ensure that all employees, staff members, contractors, agents, consultants, partners or any external party who have access to any personal data held by or on behalf of QTS, are fully aware of and abide by their duties under the General Data Protection Regulation.

### Statement of policy

In order to operate efficiently and to meet legal and safety regulations, QTS Group and QTS Training are required to collect and use information about people with whom they work. These may include members of the public, current, past and prospective employees, clients, customers and suppliers. In addition, it may be required by law to collect and use information in order to meet statutory requirements.

Information will not be retained for longer than necessary to fulfil the requirements noted above. Records will be destroyed and securely disposed of at the end of any retention period. This process may be carried out by specialist contractors.

Records of training and assessment are required to be retained for future review and audit by Awarding Bodies and External Quality Assessors. The retention times specified by these bodies will be the minimum time that these records will be retained for.

This personal information, in whichever form it is collected, recorded and used, whether it be on paper, in computer records or recorded by any other means, must be handled and dealt with properly and there are safeguards to ensure this. QTS Group and QTS Training regard the lawful and correct treatment of personal information as very important to their successful operations and to maintaining confidence between QTS Group, QTS Training and those with whom it carries out business. Both QTS Group and QTS Training will ensure that it treats personal information lawfully and correctly.

To this end QTS Group and QTS Training fully endorse and adhere to the principles of the General Data Protection Regulation and Data Protection Act.

This policy has been endorsed by the QTS Group's Managing Director, Alan McLeish on the 1<sup>st</sup> May 2021 and a signed copy is retained at Head Office.