LINKS CARE
EDUCATION AND TRAINING SPECIALISTS

General Data Protection Policy

Policy brief & purpose

Our **Company Data Protection Policy** refers to our commitment to treat information of employees, customers, stakeholders and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

This policy refers to all parties (employees, customers, suppliers etc.) who provide any amount of information to us.

Who is covered under the Data Protection Policy?

Employees of our company and its subsidiaries must follow this policy. Contractors, consultants, partners, consumers and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

Policy elements

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, email, company addresses and contact details, usernames, passwords, digital footprints, photographs, social security numbers, financial data etc.

Our company collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

Accurate and kept up-to-date – We will contact you the month before to clarify the details held and to remind you of the update of training required.
Collected fairly and for lawful purposes only
Processed by the company within its legal and moral boundaries and protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

Communicated informally
Stored for more than a specified amount of time
Transferred to organizations, states or countries that do not have adequate data protection policies
Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities). Information may be required to be sent to the company purchasing a course on behalf of its employee as confirmation of attendance and completion.

In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs. Specifically we must:

Let people know which of their data is collected

We will be collecting names, phone numbers, managers name and contact details, place of work, date of attendance/ completion, signature of attendance, certification details.

Inform people about how we'll process their data

We will keep spreadsheets, paper copies of signing in sheets and information will be scanned and uploaded electronically for accreditation board.

Inform people about who has access to their information

Trainers working for Links Care will have access to your details on a need to know basis for the purpose of the training course. Information is required by the accreditation board for reasons of accreditation and the company purchasing the course on behalf of an employee will require confirmation of attendance and completion.

Have provisions in cases of lost, corrupted or compromised data

In the case of a breach, we will inform the individual whom the information belongs to and we are required by law to inform the Information Commissioners Office (ICO)

Allow people to request that we modify, erase, reduce or correct data contained in our databases

Links Care will send an email the month before your training is required to be updated, this email will request any changes to your personal information and reminding you of your pending update. If you wish to exercise your right to be removed from our data base please inform us in writing or via email, you can be removed from our database at any point following your completion of the course.

Actions

To exercise data protection, we're committed to:

Restrict and monitor access to sensitive data
Develop transparent data collection procedures
Train employees in online privacy and security measures
Build secure networks to protect online data from cyberattacks
Establish clear procedures for reporting privacy breaches or data misuse
Include contract clauses or communicate statements on how we handle data
Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Our data protection provisions will appear on our website.

Disciplinary Consequences

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

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Links Care Ltd. Registered in England No:11226292
Directors: C. Knight

Registered office: Office 31, Moorgate Crofts Business Centre, South Grove, Rotherham, S60 2DH
Tel: 07988188823 Email:linkshealthcare@gmail.com Website: links.training

Trainer Courses Ltd
Approved Centre