

Data Protection Policy

Introduction

Apex Learning recognises the importance of protecting the privacy and personal information of its learners, staff members, and other stakeholders. This Data Protection Policy outlines Apex Learning's approach to data protection and complies with the Data Protection Act 2018 and UK GDPR (General Data Protection Regulation).

Definitions

In this policy, the following terms shall have the following meanings:

- "Data Controller" means the person or organisation that determines the purposes for which and the manner in which any personal data is processed.
- "Data Processor" means any person or organisation that processes personal data on behalf of the Data Controller.
- "Data Subject" means the individual to whom the personal data relates. • Data Protection Principles

Apex Learning is committed to complying with the data protection principles set out in the Data Protection Act 2018 and UK GDPR. These principles require that personal data must be:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits identification of Data Subjects for no longer than is necessary.
- Processed in a manner that ensures appropriate security of the personal data.

Data Collection and Use

Apex Learning will only collect personal data that is necessary for the provision of its services and will ensure that any such data is processed fairly and lawfully.

Personal data may be collected from learners, staff members, and other stakeholders in various ways, including but not limited to:

- Enrolment forms, applications, and other registration documents.
- Course evaluations, assessments, and feedback.
- Employment contracts and staff records.
- Online forms and surveys.

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Apex Learning will not process personal data for any purpose that is incompatible with the original purpose for which it was collected. Data Subjects will be informed of any additional processing and have the opportunity to opt out of such processing.

Data Security

Apex Learning will implement appropriate technical and organisational measures to ensure the security of personal data. These measures will be designed to protect personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage.

Data Breaches

In the event of a data breach, Apex Learning will promptly assess the risk to Data Subjects and report the breach to the Information Commissioner's Office (ICO) if required by law. Apex Learning will also inform affected Data Subjects without undue delay if the breach is likely to result in a high risk to their rights and freedoms.

Data Subject Rights

Data Subjects have certain rights under the Data Protection Act 2018 and UK GDPR, including the right to:

- Access their personal data.
- Rectify inaccurate personal data.
- Erase personal data.
- Restrict the processing of personal data.
- Object to the processing of personal data.
- Data portability.

Apex Learning will respond to requests from Data Subjects in accordance with the requirements of the Data Protection Act 2018 and UK GDPR.

Data Protection Officer

Apex Learning has appointed a Data Protection Officer (DPO) who will be responsible for ensuring compliance with data protection laws and regulations. The DPO can be contacted at dpo@oneeducation.org.uk

Conclusion

Apex Learning takes data protection seriously and is committed to protecting the privacy and personal information of its learners, staff members, and other stakeholders. This Data Protection Policy will be reviewed periodically to ensure that it remains effective and up-to-date with current laws and regulations.