



Bill Rogerson Safety Services Ltd

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Data Protection Policy

Bill Rogerson Safety Services Ltd is a centre of knowledge and training. Next to its people, information is its most important asset. Because of this, the organisation recognises the importance of protecting its information assets and, in particular, the information relating to its staff, students and other individuals in whatever form that information is held.

The organisation needs to keep and process certain information about such persons so that, for example, staff can be recruited and paid, courses organised, facilities provided and legal obligations to funding bodies and government complied with. In doing so, the organisation will comply with the General Data Protection Regulation (GDPR) and process that information in accordance with the Principles set out in the Regulation.

The organisation's centre administrator will handle day-to-day issues relating to notification, advice on compliance and with subject access requests.

All data, whether held electronically or manually, will be kept securely and not disclosed unlawfully.

Signed: W Rogerson CMIOSH, OSHCR, AMaPS, LPD, ACIEH, Cert Ed

Date: 1st December 2022

