



## **Data Protection Policy**

**Updated: 19/01/2017**

## **About this policy:**

This policy outlines UK2Learn Guardianship's commitment to the protection and integrity of data held on individuals (staff, students, clients and other individuals) in compliance with the Data Protection Act 1998. The Act defines UK law on the processing of data on living, identifiable people and is the main piece of legislation that governs the protection of personal data in the UK.

## **Data Protection:**

UK2Learn Guardianship stores personal information on staff, students, clients and other individuals in order to provide its guardianship service and therefore must comply with the Data Protection Act 1998.

The Information Commissioner's Office (ICO) enforces the DPA and also oversees the Freedom of Information Act and the regulation of interception of communications under the Regulation of Investigatory Powers Act 2000.

UK2Learn Guardianship is registered with the ICO. The Data Protection Act 1998 requires every data controller (i.e. the organisation) who is processing personal information to register with the ICO. The registration number for UK2Learn Guardianship is Z1953766 and is registered under the name Suzie Mackie.

UK2Learn Guardianship sometimes needs to share the personal information it processes with the individual and also with other organisations. Where this is necessary it is required to comply with all aspects of the Data Protection Act (DPA). The types of organisations with which it may need to share some of the personal information it processes for one or more reasons includes business associates and other professional advisers; family, associates and representatives of the person whose personal data we are processing; financial organisations; current, past or prospective employers; educators and examining bodies; suppliers and services providers.

Should you have any queries regarding Data Protection, please contact Suzie Mackie on 07787556963 or [suziemackie@gmail.com](mailto:suziemackie@gmail.com)

## Useful information, websites and supporting reference documents:

- A copy of the Data Protection Act is available on:  
[http://www.legislation.gov.uk/ukpga/1998/29/pdfs/ukpga\\_19980029\\_en.pdf](http://www.legislation.gov.uk/ukpga/1998/29/pdfs/ukpga_19980029_en.pdf)
- The ICO website address is: <https://ico.org.uk/>