



# **General Data Protection Regulation Statement**

<b>Purpose</b>	
Statement of compliance with the General Data Protection Regulations 2018.	
<b>Key words</b>	
Data, Protection, Information, Regulations	
<b>Document Control Number:</b>	121
<b>Version:</b>	5
<b>Date Adopted:</b>	12 March 2018
<b>Name of Owner:</b>	Gareth Fallows
<b>Title of Owner:</b>	Managing Director
<b>Name of Responsible Group:</b>	Executive Management Team
<b>Date issued for Publication:</b>	March 2018
<b>Expiry Date:</b>	November 2023
<b>Review Date:</b>	November 2023
<b>Review Details:</b>	Reviewed 07.10.2020 no changes made. Reviewed 01.11.2022 signature added.
<b>Target Audience:</b>	Staff, Learners, Customers, Prime Providers, OfSTED, Standards Awarding Bodies

# General Data Protection Regulation Statement

Acorn Training is committed to compliance with the requirements of the General Data Protection Regulations 2018.

Acorn Training will therefore follow procedures which aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the company who have access to any personal data held by or on behalf of the company, are fully aware of and abide by their duties under the General Data Protection Regulation 2018.

## Statement of Policy

In order to operate efficiently, Acorn Training has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition it may be required by law to collect and use information in order to comply with other statutory acts or funding body requirements.

This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Regulation to ensure this.

Acorn Training regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the company and those with whom it carries out business. The company will ensure that it treats personal information lawfully and correctly.

To this end Acorn Training fully endorses and adheres to the principles of The General Data Protection Regulation 2018.



**GARETH FALLOWS**

**MANAGING DIRECTOR**