

Data Protection Policy

V1:090626

1. Policy Statement

HHF Training Ltd is committed to processing personal data lawfully, fairly, transparently and securely in accordance with the UK GDPR and Data Protection Act 2018.

2. Scope

This policy applies to all personal data processed by HHF Training Ltd, including learner, staff, contractor and stakeholder information.

3. Data Protection Principles

Personal data will be processed lawfully, fairly and transparently; collected for specified purposes; kept accurate; retained only as long as necessary; and protected through appropriate security measures.

4. Lawful Processing

HHF Training Ltd will identify and document the lawful basis for processing personal data and maintain appropriate records of processing activities.

5. Data Minimisation

Only personal data that is adequate, relevant and necessary for the intended purpose will be collected and processed.

6. Accuracy

Reasonable steps will be taken to ensure personal data remains accurate, complete and up to date.

7. Retention and Disposal

Personal data will be retained only for as long as necessary and disposed of securely in accordance with retention schedules and legal requirements.

8. Security

Appropriate technical and organisational measures will be implemented to protect personal data against unauthorised access, disclosure, loss, destruction or damage.

9. Data Subject Rights

Individuals have rights regarding access, rectification, erasure, restriction, objection and portability of their personal data, subject to legal requirements.

10. Data Breaches

Any actual or suspected data breach will be reported, investigated and managed promptly. Where required, breaches will be reported to the Information Commissioner's Office (ICO).

11. Monitoring and Review

This policy will be reviewed regularly to ensure compliance with current legislation and organisational requirements.

Approval

The management of HHF Training Ltd approves this Data Protection Policy, effective from 9 June 2026.

Review Date: 9 June 2027.