

Data Protection and GDPR Policy

Policy Ref	Version	Date Issued	Review Date
T8-POL-003	1.0	June 2026	June 2027

1. Policy Statement

T8 Learning and Development Ltd is committed to protecting the personal data of all learners, staff, associates, and stakeholders. We will handle all personal data lawfully, transparently, and securely in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Legal Framework

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations 2003

3. Data Controller

T8 Learning and Development Ltd is the Data Controller for all personal data processed in connection with its training activities. The Data Protection Lead is Darren Tate, Director.

4. Data We Collect

T8 Learning and Development Ltd may collect and hold the following categories of personal data:

- Full name, date of birth, and contact details
- Unique Learner Number (ULN) where applicable
- Assessment records, results, and certificates
- Attendance records
- Special educational needs or reasonable adjustment requirements
- Employer or organisational details
- Payment information (processed securely; card data is never stored)

5. Lawful Basis for Processing

We will only process personal data where we have a lawful basis to do so. The lawful bases we rely on include:

- Contract — to fulfil our obligations in providing training and certification
- Legal obligation — to comply with awarding body and regulatory requirements
- Legitimate interests — for the ongoing management and improvement of our services
- Consent — where we seek explicit consent for marketing communications

6. Data Sharing

T8 Learning and Development Ltd will share learner data with the following parties where necessary:

- Highfield Qualifications — for learner registration, assessment submission, and certification
- Ofqual and regulatory bodies — as required by law
- The Education and Skills Funding Agency (ESFA) — where funded provision is delivered

We will not sell or share personal data with third parties for marketing purposes without explicit consent.

7. Data Retention

Learner records will be retained for a minimum of three years following the completion of a programme, or longer where required by the awarding body or funding body. Financial records will be retained for six years in line with HMRC requirements.

8. Data Security

T8 Learning and Development Ltd will ensure that personal data is:

- Stored securely — using password-protected systems and encrypted storage where possible
- Accessible only to authorised staff
- Not transmitted via unsecured channels
- Disposed of securely when no longer required

9. Individual Rights

All individuals whose data we hold have the right to:

- Access their personal data (Subject Access Request)
- Rectify inaccurate data
- Request erasure of data (right to be forgotten) where applicable
- Object to processing
- Data portability

Requests should be submitted in writing to enquiries@t8learninganddevelopment.co.uk and will be responded to within one calendar month.

10. Data Breaches

In the event of a data breach, T8 Learning and Development Ltd will assess the risk to individuals and, where required, notify the Information Commissioner's Office (ICO) within 72 hours. Affected individuals will be notified without undue delay where the breach is likely to result in a high risk to their rights and freedoms.

11. Review

This policy will be reviewed annually and updated to reflect changes in legislation or organisational practice.

12. Sign-off

Approved by	Position	Date
Darren Tate	Director / Lead Trainer	June 2026