




GDPR Strategy Policy

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GDPR STRATEGY POLICY

What does this GDPR strategy document do?

2020 Safety Training Limited's GDPR strategy document is designed to outline our commitment to observe and comply with all aspects of the General Data Protection Regulation. This strategy document offers a high-level explanation of how 2020 Safety Training Limited plans to organise and implement compliance with GDPR and is a crucial tool to demonstrate to regulators that 2020 Safety Training Limited is serious about GDPR.

INTRODUCTION

The General Data Protection Regulation (GDPR) is a legal framework set up by the European Union in April 2016 to build upon existing data protection legislation. GDPR came into effect on 25th May 2018, and has introduced a range of fresh guidelines spelling out the rights of consumers and dictating how companies can store and share information. In the UK, GDPR now applies as the UK GDPR, alongside the Data Protection Act 2018.

As a hugely significant change to the global business landscape, it is critical that 2020 Safety Training Limited embraces all aspects of GDPR to maintain full compliance.

OUR OBLIGATIONS FOR GDPR COMPLIANCE

Here at 2020 Safety Training Limited, we fully appreciate and support expanding upon digital rights. As a company, we strongly believe in the need for greater business transparency and accountability concerning the collection and handling of personal data.

That is why 2020 Safety Training Limited is a firm advocate of GDPR and its many implications. These include among many other aspects:

- The Right to Object to Processing
- The Right to Be Forgotten
- The Right to Data Portability
- The Right to Withdraw Consent

As part of our commitment to GDPR and the rights of our customers and clients, 2020 Safety Training Limited vows to ensure our organisation considers and

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actions all necessary changes surrounding data processing, data storage and the disposal of personal data.

This includes a commitment to fully fulfil Breach Disclosure Requirements by notifying authorities and concerned individuals of any compromise within 72 hours. Moreover, as part of our GDPR strategy, 2020 Safety Training Limited will complete impact assessments wherever possible, to identify and deliver the best service possible, as well as to extend our customers a guarantee that data is being kept secure.

Furthermore, we pledge to uphold the following key values and responsibilities:

2020 SAFETY TRAINING STRATEGIC VALUES AND RESPONSIBILITIES

- We vow to demonstrate full responsibility and dutiful respect as a keeper of customer, client, and employee data.
- We totally support GDPR and its requirements and will do everything within our power to appropriately resource and fund any changes we must enforce to ensure 2020 Safety Training Limited can meet its obligations.
- We promise to maintain ownership and transparency concerning data protection and privacy across all elements of our company.
- We pledge to create and maintain a purposeful data processing inventory documenting all data operations, including collection, processing and storage.
- We guarantee to extend every possible show of support to individuals intent on exercising their rights as outlined under GDPR legislation.
- We will conduct a regular review to assess the legality and purpose for the collection, processing and storage of personal data.
- We vow to act upon identified gaps and develop robust processes to maintain full GDPR compliance.
- We promise to clearly communicate the business purpose and legal grounds for any transfer of data – including transfer outside of the European Union.
- We will contact all partner organisations, contractors or other third parties to identify their own GDPR commitments, establish relevant contract terms and solidify GDPR compliance controls.

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DATA SUBJECT ACCESS REQUEST (DSAR) REQUEST

PROCESS

2020 Safety Training Ltd, is committed to upholding the rights of individuals as defined under GDPR. Therefore, we observe the right of individuals to request any data that we may hold on them as part of a recorded subject access request.

We are committed to performing subject access requests in a timely and accurate manner. For guidance purposes, subject access requests should adhere to the following six steps:

1. Receive and record the subject access request
2. Verify the identity of the individual making the request
3. Process the subject access request
4. Verify response
5. Respond to the subject with the relevant information
6. Record the request and following interactions

All requests are to be sent to: info@2020safetytraining.co.uk using the term 'GDPR Subject Access Request' in the email; 'subject' field. Please include the proof of identity documents explained in the DSAR form.

Subject Access Requests will normally be responded to within one month, in accordance with UK GDPR requirements.

Review frequency: Bi-annual

Senior Manager: Kelvin Blackburn – Managing Director