

Data Protection Policy

Introduction

WHARTON SUSTAINABLE SOLUTIONS, holds and processes information about learners, and other data subjects for administrative, approval and commercial purposes. When handling such information, **WHARTON SUSTAINABLE SOLUTIONS** and all staffs who process or use any personal information, must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 (the Act). In summary these state that personal data shall:

- Be processed fairly and lawfully,
- Be obtained for a specified and lawful purpose and shall not be processed in any manner
- Incompatible with the purpose,
- Be adequate, relevant and not excessive for the purpose
- Be accurate and up-to-date,
- Not be kept for longer than necessary for the purpose,
- Be processed in accordance with the data subject's rights,
- Be kept safe from unauthorised processing, and accidental loss, damage or destruction,

Staff Responsibilities:

Staff shall ensure that

- All personal information is kept securely;
- Personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party. Unauthorised disclosure may be a disciplinary matter, and may be considered gross misconduct in some cases.
- When staff supervise learners doing work which involves the processing of personal information, they must ensure that those students are aware of the Data Protection Principles, in particular, the requirement to obtain the data subject's consent where appropriate.

Learner Responsibilities

All learners shall

- Ensure that all personal information which they provide to **WHARTON SUSTAINABLE SOLUTIONS** is accurate and up-to-date;
- Inform the **WHARTON SUSTAINABLE SOLUTIONS** of any changes to that information, for example, changes of address;

- Check the information which WHARTON SUSTAINABLE SOLUTIONS shall make available from time to time, in written or automated form, and inform WHARTON

Retention of Data

WHARTON SUSTAINABLE SOLUTIONS will keep different types of information for differing

- lengths of time, depending on legal, awarding or approving body and operational requirements.



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