



GDPR Policy

Introduction:

Road To Success is committed to protecting the privacy and security of the personal data of our clients, students and other individuals we interact with. This GDPR (General Data Protection Regulation) policy outlines how we collect, use, disclose, and protect personal data in compliance with applicable data protection laws.

1. Data Collection and Processing:

1.1 Purpose of Data Collection: R2s will only collect and process personal data for legitimate purposes, such as providing training services, managing employee records, and complying with legal obligations.

1.2 Data Minimisation: We will only collect and process personal data that is necessary for the specified purposes. Personal data will be kept to a minimum, and efforts will be made to ensure its accuracy.

1.3 Lawful Basis for Processing: Personal data will only be processed when there is a lawful basis for doing so, such as consent, contract performance, legal obligations, or legitimate interests.

2. Data Security:

2.1 Confidentiality: We will implement appropriate measures to ensure the confidentiality and integrity of personal data. Access to personal data will be restricted to authorised individuals on a need-to-know basis.

2.2 Data Encryption: Where applicable, personal data will be encrypted during transmission and storage to safeguard against unauthorized access.

2.3 Data Breach Response: In the event of a data breach, R2s will promptly assess the situation, take necessary steps to mitigate the impact, and notify the relevant supervisory authority and affected individuals as required by law.



3. Individual Rights:

3.1 Access and Rectification: Individuals have the right to access their personal data held by R2s and request corrections if inaccuracies are identified.

3.2 Data Portability: Upon request, individuals can receive their personal data in a structured, commonly used, and machine-readable format.

3.3 Withdrawal of Consent: Where processing is based on consent, individuals have the right to withdraw their consent at any time.

4. Data Retention:

Personal data will be retained for no longer than necessary for the purposes for which it was collected, taking into account legal, contractual, and regulatory obligations.

5. Data Sharing:

R2s will only share personal data with third parties when necessary for the provision of services or as required by law. Data sharing will be conducted with due diligence to ensure the security and confidentiality of the information.

6. Data Protection Officer:

The Data Protection Officer for R2s Training can be contacted at george.panteli@r2s.org.uk

7. Policy Review:

This GDPR policy will be regularly reviewed to ensure its continued relevance and compliance with applicable data protection laws.

Effective Date: 17th January 2024

George Panteli



Director
Road To Success