



## **Data Protection Policy**

AI Training (UK) Ltd data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- ensuring that we comply with the eight data protection principles, as listed in the Data Protection Act 1998([www.legislation.gov.uk/ukpga/1998/29/contents](http://www.legislation.gov.uk/ukpga/1998/29/contents))
- meeting our legal obligations as laid down by the Data Protection Act 1998
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfill legal requirements
- taking steps to ensure that personal data is up to date and accurate
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all staff are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the organisation

Staff duties:

AI Training (UK) Ltd Employees and Contractors are expected to:

AI Training (UK) Ltd  
Issue Date: May 2017  
Review Date: May 2020  
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- Acquaint themselves with, and abide by, the Data Protection Principles
- Read and understand this Policy document
- Understand how to conform to the standard expected in at any stage in this life-cycle
- Understand how to conform to the standard expected in relation to safeguarding data subjects' rights (e.g the right to inspect personal data) under the Act
- Understand what is meant by "sensitive personal data" and know how to handle such data
- Contact the Manager if in any doubt, and not jeopardise individuals' rights or risk contravention of the Act

#### Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

## AI Training (UK) Ltd “Best Practice”

### Acquisition of personal data

- Personal data should only be gathered in compliance with Company guidelines.
- All data subjects (clients) should be informed of the purpose of data collection, give their consent to gather this data and they should be informed that the Company has this Data Protection Policy.

### Holding/Safeguarding/Disposal of personal data

- Adequate measures should be taken to safeguard data so as to prevent loss, destruction or unauthorised disclosure.

### Processing data

- Personal data must not be processed except for the purpose(s) for which they were obtained or for a similar, analogous purpose. If the new purpose is very different, the data subject's consent must be obtained.

### Disclosure

- Employees or Contractors of AI Training (UK) Ltd may not disclose any information about clients or other employees/contractors, including information as to whether or not a person is or has been a client, employee/contractor of the Company unless they have been given authority by the Manager to do so. Particular care should be taken in relation to any posting of personal information on the internet.

### Transfers

- Personal Data should not be transferred outside the Company under any circumstances except with the data subject's (client's) consent.

### Destruction of personal data

- Personal data must not be held for longer than necessary; and when such data has been marked for destruction, appropriate measures

must be taken to ensure that the data cannot be reconstructed and processed by third parties.

### Data Subjects' Right of Access

AI Training (UK) Ltd is fully committed to facilitating access by data subjects' ("applicants") to their personal data, while bearing in mind the need to protect other individuals' rights to privacy.

All applicants are expected to request access to data in written format with supporting documentations which establishes that they are the data subject (or where the application is made by a third party on behalf of the data subject, which establishes the third party's identity, that of the data subject and a letter of authority signed by the data subject is produced)