

The Research & Evaluation Centre Data Protection Policy

The Research & Evaluation Centre
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Company Limited by Shares Incorporated in England and Wales

TO REPORT A SAFEGUARDING CONCERN, YOU CAN:

Visit: <https://therec.co.uk/misconduct>

Email: safeguarding@therec.co.uk

1.Purpose

The purpose of this Data Protection Policy is to set out the framework for how The Research and Evaluation Centre ("the Company") collects, processes, stores, and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2.Scope

This policy applies to all employees, contractors, and third parties who handle personal data on behalf of the Company. It covers all forms of data, including paper, electronic, and verbal communication.

3.Definitions

- Personal Data: Any information relating to an identified or identifiable natural person ('data subject').
- Processing: Any operation or set of operations performed on personal data, including collection, recording, storage, alteration, retrieval, consultation, use, disclosure, and destruction.
- Data Subject: An individual whose personal data is collected, held, or processed by the Company.

4.Data Protection Principles

The Company is committed to ensuring that personal data is:

1. Processed lawfully, fairly, and transparently.
2. Collected for specified, legitimate purposes and not further processed in a manner incompatible with those purposes.
3. Adequate, relevant, and limited to what is necessary for the purposes of processing.
4. Accurate and kept up to date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a manner that ensures appropriate security of the personal data.

5. Legal Basis for Processing Personal Data

The Company will ensure that all processing of personal data is based on one or more lawful bases defined under the UK GDPR, which may include:

- Consent
- Contractual necessity
- Legal obligation
- Legitimate interests

6. Rights of Data Subjects

Data subjects have the following rights under the UK GDPR:

1. The right to access their personal data.
2. The right to rectification of inaccurate data.
3. The right to erasure (the 'right to be forgotten').
4. The right to restrict processing.
5. The right to data portability.
6. The right to object to processing.

Requests to exercise these rights should be directed to the Data Protection Officer (DPO) or designated contact person.

7. Data Security

The Company will implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk, including:

- Encryption of personal data.
- Regular security assessments and audits.
- Employee training on data protection and security practices.
- Incident response plan for data breaches.

8. Data Breach Notification

In the event of a data breach, the Company will follow its Data Breach Response Plan, which includes notifying the Information Commissioner's Office (ICO) where required, and informing affected data subjects if there is a high risk to their rights and freedoms.

9. Data Retention

The Company will retain personal data only as long as necessary for the purposes for which it was collected and processed. After this period, personal data will be securely deleted or anonymized.

10. Data Transfers

The Company will ensure that any transfer of personal data outside the UK is conducted in accordance with UK GDPR requirements, ensuring adequate protections are in place.

11. Training and Awareness

The Company is committed to providing training and resources to employees to ensure awareness and compliance with data protection requirements.

12. Policy Review

This policy will be reviewed at least annually or more frequently if required by changes in legislation or business practices.

13. Contact Information

For questions or concerns about this policy or data protection practices, please email the Data Protection Officer: safeguarding@therec.co.uk

8: Version Control

This policy will be reviewed every 2 years or earlier as required with legislation or external changes. Existing policies that need to be reviewed, must comply with this policy on Organisational Policies.

Organisational Policies. Version	Summary of Change	Approved by	Approval Date	Revision Date
1	New Policy	Safeguarding Team	01 Oct 2024	01 Oct 2025