

Data Protection Policy

Introduction

OnBoarding Group Limited endorses and adheres to the principles of data protection as outlined in the Data Protection Act 1998.

OnBoarding Group Limited in the course of its day-to-day operation, is required to collect and use certain types of information about people and organisations with which it deals, in order to operate its various services. This includes data on current, past, and prospective employees/staff or suppliers, learners, clients/customers, or others with whom it communicates. In addition, it may also be occasionally required by law, to collect and use certain types of information to comply with the requirements of various government departments.

OnBoarding Group Limited is registered with the ICO under the Data Protection Register, our registration number is: ZA512036.

This policy concerns the implications of The Disability Discrimination Act Part 4 as it applies to OnBoarding Group Limited personnel, learners, and clients.

Access

Employees, staff, and learners are all made aware of the existence of this policy and have open access to it:

- On paper in a folder in OnBoarding Group Limited's office.
- On our website at <https://www.onboardingofficers.co.uk/privacy-policies/>.
- All tutors teaching at OnBoarding Group Limited are made aware of the contents and purpose of this policy.

This policy is reviewed annually and may be revised in response to feedback from learners, tutors and external organisations and contemporary legislation.

Policy Statement

Information gathered during the operation of our services will be dealt with properly, in accordance with the safeguards detailed in the Data Protection Act 1998, whether it is collected, recorded, and used on paper, electronically, or by any other means.

OnBoarding Group Limited regards the lawful and correct treatment of personal information, as very important to its successful operation, and to maintaining the confidence of those whom we deal with. OnBoarding Group Limited will always ensure that it treats any personal information collected, in a lawful and correct manner.

Specifically, OnBoarding Group Limited require that personal information shall be:

- Processed fairly and lawfully and shall not be processed unless specific conditions are met.

- Shall only 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.
- Shall be adequate, relevant, and not excessive in relation to the purpose or purposes for which they are processed.
- Shall be accurate and, where necessary, kept up to date.
- Shall not be kept for longer than is necessary for that purpose or those purposes.
- Shall be processed in accordance with the rights of data subjects under the Act.
- Shall be processed where appropriate, technical, and organisational measures are taken against all unauthorised, or unlawful, processing of personal data and against accidental loss or destruction of, or damage to personal data.

OnBoarding Group Limited Will:

- Through appropriate management, and strict application of criteria and controls observe fully, conditions regarding the fair collection and use of any information.
- Meet its legal obligations to specify the purposes for which information is used.
- Collect and process appropriate information, only to the extent that it is needed to fulfil operational needs, or to comply with any legal requirements.
- Ensure the quality of information used; apply checks to determine the length of time information is held.
- Ensure that the rights of people about whom information is held can be fully exercised under the Act. These include the right to be informed that processing is being undertaken, the right of access to one's personal information, the right to prevent processing in certain circumstances, and the right to correct, rectify, block or erase information which is regarded as wrong information.
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

In Addition, OnBoarding Group Limited Will Ensure That:

- There is someone within the organisation with specific responsibility for data protection.
- Everyone managing and handling personal information understands that they are responsible for following good data protection practices.
- Everyone managing and handling personal information is appropriately trained to do so.
- Everyone managing and handling personal information is appropriately supervised.

- Anybody wanting to make enquiries about handling personal information knows what to do.
- Queries about handling personal information are promptly and courteously dealt with.
- Methods of handling personal information are clearly described.
- Regular reviews and audits are made on the way personal information is managed.
- Methods of handling personal information are regularly assessed and evaluated.
- Performances regarding the handling of personal information is regularly assessed and evaluated.

This policy will be reviewed annually by the Management Team.
Last reviewed 07/04/2025 – next review date 07/04/2026