

General Data Protection Regulations  
Data Protection Policy

Bowthornes Ltd recognises its responsibilities under the GDPR 2018 to safeguard candidates' personal information.

Bowthornes Ltd has the following data protection measures in place:

- Any personal information that you supply via course assessment materials will be entered into our candidate record filing system and will only be accessed by authorised persons at Bowthornes Ltd.
- Any personal information that supplied via course assessment materials will be sent only to the relevant awarding body and always by recorded post.
- Paper copies of assessment materials will be kept in a locked store at our Head office.
- Digital candidate records are kept on our desktop system at our head office, this is password protected and can only be accessed by authorised Bowthornes staff.
- Any candidate details, kept on company laptops are password protected and only accessible by authorized Bowthornes staff.
- Stringent security measures will be applied when transferring completed assessment materials between course venues and head office.
- No candidate information will be stored on the cloud.
- No candidate information will be used for sales or marketing purposes.
- No Candidate information will be made available to organisations or individuals other than relevant awarding bodies.
- Bowthornes has an appointed Data Protection Officer.
- All Bowthornes staff have been trained on the requirements of the General Data Protection Regulations

Signed:

Position:

Date: 31<sup>st</sup> January 2018

Review Date: 31<sup>st</sup> January 2019