



DATA PROTECTION AND PRIVACY POLICY

Introduction

First Aid Awards (FAA) is committed to protecting personal and sensitive personal data of all individuals as required by the Data Protection Act 1998. In addition to the main conditions set out in the Data Protection Act, regulations also set out several other conditions for processing sensitive personal data for a range of other purposes. Typically these are in the interest of the public and must necessarily be carried out without the explicit consent of the individual, for example in cases of malpractice or maladministration. A full list of additional conditions can be found in The Data Protection (Processing of Sensitive Personal Data) Order 2000 and subsequent orders.

FAA will use data fairly and lawfully and for limited specifically stated purposes, and not further processed in any manner not compatible with that purpose. The data will be used in a way that is adequate, relevant and not excessive, accurate and kept up-to-date if appropriate and will be handled according to Data Protection rights.

The data will not be retained for longer than is necessary and will be securely deleted as appropriate in relation to the purpose for which the data has been collected.

FAA Centres

All FAA Centres must have their own Data Protection and Privacy Policy that complies with the Data Protection Act 1998 and Data Protection (Processing of Sensitive Personal Data) Order 2000.

Data Collection

Personal data is collected by FAA via telephone conversation, www.firstaidawards.com, www.faaplus.co.uk, correspondence and FAA course paperwork.

By submitting your personal information you consent to the use of that information as set out in this policy.

Use of Data

Personal data is used to:

- Fulfil products and services ordered
- Administrate learner achievement
- Provide information regarding important news, products, services, and industry changes
- Meet regulatory requirements
- Administrate FAA Centres

Sensitive personal data is used for the purpose of equal opportunities monitoring and is carried out with appropriate safeguards for the rights of individuals.

Third Party Disclosure

FAA does not sell or licence data to any third party however we may disclose data to the following:

- Subcontractors engaged by us to provide services on our behalf
- Third parties that require disclosure of personal information in order to supply goods and services

FAA may be under a duty to disclose or share personal data in order to comply with any legal or regulatory obligation.

The data will not be transferred outside of the European Economic Area without adequate protection.

Storage of Data

Personal information is stored on secure servers within the UK and only accessible by unique username and password. Only authorised personnel are able to access data within the scope of their authority, with the FAA Accountable/Responsible Officer having overall responsibility for data protection.

The Internet is not a secure medium and FAA cannot guarantee the security of information transmitted via the internet.





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Transferring Sensitive Data

When transferring sensitive data externally to the Organisation users must ensure that all data is **both** encrypted and password protected.

Files will be encrypted to a minimum of AES 256 encryption standard which can be achieved using software such as 'WinZip'. The files will also be password protected using a minimum of 15 alphanumeric characters containing a mixture of upper and lower case characters and both letters and numbers.

Passwords for such files will be sent through a different medium than the file itself, such as telephone.

External links from FAA Websites and Resources

FAA websites and resources may include links to other external websites. We recommend that you review the Privacy Policy of the website before input of any personal data.

Subject Access Request

On request FAA will provide information regarding personal data held. There will be a fee of £10 + VAT for this service.

Policy Review

FAA will review this policy on a regular basis to ensure its effectiveness and taking into account any feedback. Should you have any feedback regarding this policy then please contact FAA as below.

Contact Details

First Aid Awards Ltd, Awards House, 10 Central Treviscoe, St Austell, Cornwall PL26 7QW

TEL 03458 333999

EMAIL enquiries@firstaidawards.com

Useful Links

[Data Protection Act 1998](#)

[Data Protection \(Processing of Sensitive Personal Data\) Order 2000](#)