



GDPR PRIVACY POLICY

Reviewed by	Paul Shepherd
Signed off by	Gary Whaites
Date	May 2026
Review Date	May 2027

GDPR Privacy Policy

Date Reviewed: May 2026

Next Review: May 2027

Lead Responsible: Paul Shepherd

1. Introduction

- NSPP Vocational Training Ltd is committed to protecting personal data and complying with UK GDPR and the Data Protection Act 2018.
- This policy explains how personal information is collected, used, stored and protected.

2. Data Protection Principles

- Personal data will be processed lawfully, fairly and transparently.
- Data will only be collected for legitimate business and funding purposes.
- Only relevant and necessary data will be retained.

3. Data Security

- NSPP uses password-protected and encrypted systems where appropriate.
- Access to personal data is restricted according to job role and business need.
- Staff complete regular data protection and cyber awareness training.

4. Data Sharing

- Data may be shared with awarding organisations, funding bodies and employers where legally required.
- Third-party systems used by NSPP are expected to comply with UK GDPR requirements.

5. Data Retention

- Data is retained in line with ESFA funding rules and internal retention schedules.
- Information no longer required is securely deleted or destroyed.

6. Data Breaches

- All actual or suspected breaches must be reported immediately.
- NSPP will investigate incidents and notify the ICO where required.

7. Contact Details

- Questions relating to data protection should be directed to Paul Shepherd at paul.shepherd@nspp.co.uk.