



Policy document	GDPR
Author	Jordan Rosser/ Gareth Griffin
Lead Officer	Jordan Rosser/ Gareth Griffin
Date of issue	17/01/24
Date of review	17/01/25

GDPR Policy for PMVA Training

Evolve PMVA is committed to ensuring the protection of personal data collected during the provision of PMVA training, in compliance with the General Data Protection Regulation (GDPR) and other relevant data protection laws.

1. Data Collection and Processing:

1.1. Purpose of Data Processing: Personal data will only be collected and processed for the specific and legitimate purposes of organizing and delivering PMVA training.

1.2. Data Minimization: Only the necessary personal data required for the purposes of PMVA training will be collected and processed.

1.3. Consent: Where applicable, individuals will be informed about the processing of their personal data, and explicit consent will be obtained before collection.

2. Types of Personal Data Processed:

2.1. Participant Data: Names, contact details, and relevant information necessary for training registration and attendance.

2.2. Instructor Data: Names, qualifications, certifications, and other relevant information for the management of training instructors.

3. Data Security:

3.1. Access Control: Access to personal data will be restricted to authorized personnel involved in PMVA training or those requiring access for administrative purposes.

3.2. Encryption: Personal data, both in transit and at rest, will be encrypted to protect against unauthorized access.

3.3. Data Storage: Personal data will be stored securely, with measures in place to prevent loss, theft, or unauthorized access.

4. Data Retention:

4.1. Retention Period: Personal data will be retained only for the necessary period required for the purposes outlined in this policy or as required by applicable laws.

4.2. Disposal Procedures: Personal data will be securely disposed of when it is no longer necessary, in accordance with organizational data disposal procedures.

5. Data Subject Rights:

5.1. Right to Access: Individuals have the right to request access to their personal data held by the organization for PMVA training.

5.2. Right to Rectification: Individuals have the right to request the correction of inaccurate or incomplete personal data.

5.3. Right to Erasure: Individuals have the right to request the deletion of their personal data under certain circumstances.

6. Data Breach Response:

6.1. Reporting Procedures: In the event of a data breach, the organization will follow established procedures for reporting and managing the breach in accordance with GDPR requirements.

6.2. Notification: Where required, affected individuals and relevant authorities will be notified of a data breach in a timely manner.

7. Training and Awareness:

7.1. Staff Training: Staff involved in PMVA training will receive training on GDPR compliance and data protection principles.

7.2. Privacy by Design: GDPR considerations will be integrated into the design and implementation of PMVA training processes.

8. Policy Review:

8.1. Regular Review: This GDPR Policy for Evolve PMVA Training will be reviewed regularly to ensure alignment with best practices and any changes in legislation or regulations.