

PL6 Learning Hub Data Protection (GDPR) Policy

Approved by: Western Education Solutions Ltd

Data Protection Lead: Greg Western

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Policy Statement

PL6 Learning Hub complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. All personal data is handled lawfully, fairly, and transparently.

2. Aims

Protect data and confidentiality; ensure lawful, limited, and secure processing.

3. Responsibilities

Data Protection Lead (Greg Western): Oversees GDPR compliance and breach reporting.

All Staff: Handle data securely and report breaches immediately.

4. Data Subject Rights

Individuals can request access, correction, deletion, restriction, or portability of their data via greg@pl6learninghub.co.uk.

5. Storage and Retention

Electronic data is encrypted; paper records are locked. Retention: safeguarding 25 years; financial 6–7 years.

6. Data Breaches

All breaches logged and assessed; serious breaches reported to the ICO within 72 hours.

7. Review

Policy reviewed annually or after changes in law.

Signed:

Greg Western

Data Protection Lead

PL6 Learning Hub

Western Education Solutions Ltd

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