

## DATA PROTECTION POLICY

Our data protection policy is in place to protect ordinary and sensitive personal data, identity, and the human dignity of the learners and tutors. It ensures that data is not processed without their knowledge and is processed with their consent wherever possible.

*(The term 'processing' covers almost anything that is done to data, namely collection, use, storage and retention by reference to individuals.)*

Personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the Data Protection Act 1998 and the requirements of the Information Commissioner's Office (ICO): [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

The Act covers all personal data processed by LWDW Training UK and provides safeguards to individuals about the collection, use, storage and retention of personal information by LWDW Training UK. In compliance with the Act, information is collected and used fairly, stored safely and not disclosed to any unauthorised person.

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