



Windmill Training Ltd. Date Protection Policy

Windmill Training is registered as a Data Controller with the Information Commissioner's Office in the UK under the Data Protection Act 1998. This requires that there should always be a legitimate basis for the processing of personal data and that the processing and collection of data be accurate, fair, and lawful. This represents the policy governing Windmill Training's data retention practices.

Windmill Training collects and processes personal data to:

- Comply with UK Laws and Regulations.
- Ensure the integrity of all academic practices and awards.
- Maintain relevant personal contact details for all Staff & Students.
- Inform the management processes of the

centre. This includes, and not exclusively:

Personal data appertaining to personal Identity, ethnicity, gender, academic attainment and progress, health and wellbeing needs.

Windmill Training will amend and update inaccurate personal data on request, subject to validated information. This may involve verified documents where personal contact is not possible.

Windmill Training retains personal data for statistical analysis and to help replace certificates, etc. upon request from candidates. All data is stored securely.

Windmill Training must also fulfil its obligation to provide personal information to Educational Authorities and Government Agencies if requested.

Students' personal data

Windmill Training makes sure that all its students are made aware that by attending and participating in courses and examinations they are consenting to their tutors, centre or examination bodies, collecting, processing, disclosing and transferring their personal data.

Rights of access to personal data

Date reviewed: 6th October 2023

Next review: 6th October 2025 by Quality assurance manager



In accordance with the Data Protection Act 1998. UKHLC will respond to requests from individuals for information to which they are entitled within 40 days of receipt of written requests. Requests will only be considered from persons who can prove that they are/were:

candidates, or written authorisation to act for candidates.