



Data Protection and GDPR Policy

Gtec Media Limited

Policy Owner: Gtec Media Limited

Approved By: Geoff Hunter, Director

Company: Gtec Media Limited

Review Date: Annually

Version: 1.0

Effective Date: 12 January 2026

1. Policy Statement

Gtec Media Limited is committed to protecting the privacy, confidentiality, integrity and security of personal data in accordance with all applicable data protection legislation including:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)
- Freedom of Information obligations where applicable in public sector contracts

The organisation recognises the importance of lawful and responsible handling of personal data across all areas of its operations.

Gtec Media Limited confirms that it is registered with the Information Commissioner's Office (ICO) and maintains appropriate policies, procedures and safeguards for processing personal information.

ICO Registration Number: ZC115433

2. Scope

This policy applies to all areas of Gtec Media Limited's activities including:

- Adult Skills and Learning provision
- Digital inclusion and online learning services
- IT support and technical services
- Website maintenance and hosting support
- Digital marketing and online advertising services
- Research, consultancy and data analysis services
- Remote and office-based operations

This policy applies to:

- Employees
- Directors
- Tutors and trainers
- Contractors and associates
- Learners
- Clients
- Suppliers
- Partner organisations
- Any third party processing data on behalf of the company

3. Data Protection Principles

Gtec Media Limited shall ensure personal data is:

1. Processed lawfully, fairly and transparently
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and kept up to date
5. Retained only for as long as necessary
6. Processed securely and protected against unauthorised access, loss or damage
7. Managed in a way that demonstrates accountability and compliance

4. Lawful Basis for Processing

The organisation will only process personal data where a lawful basis exists, including:

- Consent
- Contractual necessity
- Legal obligation

- Legitimate interests
- Public task where applicable

Sensitive or special category data will only be processed where additional lawful conditions are met.

5. Types of Personal Data Processed

Depending on the service being delivered, Gtec Media Limited may process:

- Names and contact details
- Email addresses and telephone numbers
- Learner records and attendance data
- Employment and training information
- Research and survey responses
- Technical support logs and website data
- IP addresses and online identifiers
- Financial and invoicing information

The organisation will only collect data necessary for legitimate business purposes.

6. Data Security

Gtec Media Limited implements appropriate technical and organisational measures to protect personal data, including:

- Password-protected systems and devices
- Secure cloud-based services
- Anti-virus and malware protection
- Firewalls and access controls
- Secure backup procedures
- Restricted access to sensitive information
- Software update and patch management
- Secure disposal of confidential information

Where remote working is undertaken, staff and contractors are expected to follow secure working practices.

7. Confidentiality

All employees, contractors and associates must maintain confidentiality when handling personal information.

Personal data must not be:

- Shared without authorisation
- Accessed unnecessarily
- Disclosed to unauthorised individuals
- Used for personal purposes

Confidentiality obligations continue after employment or contractual arrangements end.

8. Data Retention

Personal data will only be retained for as long as necessary to:

- Deliver services
- Meet contractual obligations
- Comply with legal or regulatory requirements
- Support audit and funding requirements

Once data is no longer required, it will be securely deleted or destroyed.

9. Data Subject Rights

Individuals have rights under UK GDPR including:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights relating to automated decision-making

Requests relating to personal data will be responded to within statutory timescales.

10. Data Breaches

Any actual or suspected data breach must be reported immediately to management.

The organisation will:

- Investigate breaches promptly
- Take steps to minimise risks
- Maintain breach records
- Notify the ICO where legally required
- Notify affected individuals where appropriate

11. Third Party Processors

Where third-party providers process data on behalf of Gtec Media Limited, appropriate contracts and safeguards will be implemented to ensure compliance with data protection legislation.

12. Staff Responsibilities

All staff, contractors and associates are responsible for:

- Following this policy
- Handling data securely
- Reporting concerns or breaches
- Completing any required training
- Using company systems responsibly

Failure to comply with this policy may result in disciplinary action or termination of contracts.

13. Monitoring and Review

This policy will be reviewed annually or sooner where:

- Legislation changes
- Organisational changes occur
- Security incidents arise
- Contractual requirements change

14. Contact Information

For data protection queries, requests or concerns contact:

Gtec Media Limited

Email: info@gtecmedia.co.uk

Website: <https://gtecmedia.co.uk>