



Information Governance Policy

Document Owner: Geoffrey Hunter, Director

Approved By: Geoffrey Hunter

Review Date: Annually

Version: 1.0

1. Purpose

Gtec Media Ltd is committed to managing information securely, lawfully and responsibly. This Information Governance Policy establishes the framework for protecting personal data, confidential information and business records while ensuring compliance with applicable legislation and recognised good practice.

The policy supports the organisation's obligations under:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR), where applicable
- Freedom of Information principles where contractually required by public sector clients

2. Scope

This policy applies to:

- Directors
- Employees
- Tutors
- Contractors
- Associates
- Volunteers

- Subcontractors handling information on behalf of Gtec Media Ltd

It covers all information held electronically, in paper format or communicated verbally during business activities.

3. Policy Statement

Gtec Media Ltd will ensure that information is:

- collected only for legitimate business purposes;
- processed fairly, lawfully and transparently;
- accurate and kept up to date;
- protected against unauthorised access, loss, alteration or disclosure;
- retained only for as long as necessary;
- securely disposed of when no longer required.

Information governance is the responsibility of every member of the organisation.

4. Roles and Responsibilities

Director

The Director is responsible for:

- overseeing information governance arrangements;
- ensuring appropriate policies and procedures are maintained;
- promoting compliance throughout the organisation;
- investigating information security incidents;
- ensuring corrective actions are implemented.

Information Governance Lead

Name: Geoffrey Hunter

Position: Director

5. Information Classification

Information is managed according to its sensitivity.

Public

Information approved for public release.

Internal

Routine business information intended for internal use.

Confidential

Commercially sensitive information, learner records, employee information, client information and financial records.

Personal and confidential information shall only be accessed by authorised individuals with a legitimate business need.

6. Data Protection

Personal data will be processed in accordance with UK GDPR and the Data Protection Act 2018.

Gtec Media Ltd will:

- process personal information lawfully;
- collect only information necessary for service delivery;
- maintain data accuracy;
- respect individuals' rights;
- respond appropriately to data subject requests;
- maintain appropriate privacy notices.

The organisation is registered with the Information Commissioner's Office (ICO).

ICO Registration Number: ZC115433

7. Information Security

Appropriate technical and organisational measures are implemented to protect information.

These include:

- password-protected devices;
- multi-factor authentication where available;
- secure cloud-based systems;
- antivirus and malware protection;
- software updates and security patching;
- encrypted communications where appropriate;
- controlled user access based upon business need;
- secure backup arrangements.

Staff must immediately report suspected security weaknesses or breaches.

8. Records Management

Business records are maintained to ensure they remain:

- accurate;
- complete;
- accessible when required;
- protected from unauthorised alteration;
- retained in accordance with legal, contractual and operational requirements.

Records reaching the end of their retention period will be securely destroyed or permanently deleted.

9. Information Sharing

Information will only be shared where there is:

- a lawful basis;
- contractual necessity;
- legal obligation; or
- the individual's consent where appropriate.

Only the minimum information necessary will be disclosed.

Third parties handling information on behalf of Gtec Media Ltd are expected to maintain appropriate standards of confidentiality and data protection.

10. Staff Awareness and Training

All personnel receive appropriate information governance awareness relevant to their role.

Training includes:

- confidentiality;
- data protection responsibilities;
- secure handling of information;
- recognising data breaches;
- password security;
- phishing awareness;
- incident reporting procedures.

Additional training is provided where responsibilities change or legislation is updated.

11. Information Security Incidents

Any actual or suspected information security incident must be reported immediately to the Director.

Incidents will be:

- recorded;
- investigated;
- risk assessed;
- managed promptly;
- reported to the Information Commissioner's Office where legally required;
- reviewed to identify lessons learned and prevent recurrence.

12. Confidentiality

Everyone working on behalf of Gtec Media Ltd is expected to maintain confidentiality regarding information obtained during their duties.

Confidential information must not be disclosed unless authorised or legally required.

This obligation continues after employment or contractual arrangements have ended.

13. Business Continuity

Appropriate backup, recovery and continuity arrangements are maintained to protect critical information and minimise disruption in the event of system failure, cyber incident or other business interruption.

14. Monitoring and Compliance

Compliance with this policy is monitored through:

- periodic policy reviews;
- management oversight;
- incident reporting;
- corrective action monitoring;
- staff feedback;
- legislative updates.

Failure to comply with this policy may result in disciplinary action or termination of contractual arrangements where appropriate.

15. Related Policies

This policy should be read alongside:

- Data Protection Policy
- Privacy Policy
- Information Security procedures
- Business Continuity Policy
- Acceptable Use Policy (where applicable)
- Records Retention procedures
- Whistleblowing Policy
- Safeguarding Policy

16. Review

This policy will be reviewed annually or sooner if there are significant changes in legislation, regulatory guidance or organisational requirements.

Approval

Approved by: Geoffrey Hunter

Position: Director

Organisation: Gtec Media Ltd