



Data Protection Policy

The Confident Paramedic LLP

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1. Introduction

The Confident Paramedic LLP is committed to protecting the personal data of its students, tutors, and partners. This policy outlines how we collect, use, store, and protect personal information in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Purpose of Policy

This policy ensures that:

- Personal data is processed lawfully, fairly, and transparently.
- Data is collected for specified, explicit purposes and not further processed in a manner incompatible with those purposes.
- Data is accurate, relevant, and limited to what is necessary.
- Data is kept secure and not retained longer than necessary.

3. Scope of Policy

This policy applies to:

- All employees, tutors, and contractors of The Confident Paramedic LLP.
- All personal data processed about students, prospective students, parents/guardians (if applicable), tutors, and other third parties.

4. Types of Data Collected

We may collect and process the following types of personal data:

- Students: Name, email address, university details, course information, academic needs, payment information.
- Tutors: Name, contact details, qualifications, DBS status (if applicable), bank details.
- Other: Email communications, session records, feedback, attendance.

5. Lawful Basis for Processing

We process data under the following lawful bases:

- Consent: When individuals provide consent to use their data (e.g. email marketing)
- Contract: Where data is needed to deliver tuition services
- Legal obligation: For record-keeping or safeguarding purposes
- Legitimate interests: For business administration and service improvement

6. Data Storage and Security

- Data is stored securely using password-protected systems and encrypted cloud storage.
- Paper records (if any) are stored in locked cabinets and destroyed when no longer needed.
- Access to data is limited to authorised personnel only.

7. Data Sharing

We do not share personal data with third parties except:

- With explicit consent
- When required by law
- With tutors who need student information to deliver tuition services

8. Data Retention

- Student and tutor records are retained for 3 years after services end unless required longer for legal reasons.
- Financial records are retained for 6 years in compliance with HMRC requirements.

9. Data Subject Rights

Individuals have the right to:

- Access their personal data.
- Request rectification or deletion of their data.
- Object to or restrict processing.
- Withdraw consent at any time.
- Lodge a complaint with the Information Commissioner's Office (ICO).

10. Data Breaches

All data breaches must be reported immediately to the Data Protection Officer. Serious breaches will be reported to the ICO within 72 hours, in accordance with UK GDPR requirements.

11. Policy Review

This policy is reviewed annually or sooner if required by changes in the law or business operations.