

GDPR Privacy Statement

- **Purpose of this GDPR** privacy policy Statement applies to MI Skills Development Centre (MISDC) their websites and platforms and aims to comply with the requirements of the Data Protection Act 2018 and revised General Data Protection Regulations in 2022 and applies to anyone who handles, or has access to, information about individuals.
- **Confidentiality:** MISDC recognise that personal information is confidential and that unauthorised disclosure is breach of contract and an offence under the Data Protection Acts.
- **The Act** gives rights to the individuals on whom the information is held. By law, employers and employees must follow the rules set out in the Act and help to protect individuals' rights.
- **The Act** seeks to ensure that information held on computers and in some paper-based systems (collectively known as relevant filing systems) is managed properly. Employers and employees must protect personal data.
- **Freedom of Information Act:** If individuals wish to obtain information about themselves or other individuals, the General Data Protection Regulation Act applies; if the information is in relation to MISDC as an organisation, then the Freedom of Information Act 2000 applies..
- **Personal information:** MISDC collects and uses certain types of personal information in order to operate its services. This includes current, past and prospective employees, suppliers, trustees, students, visitors and others with whom it communicates. Examples of personal information include names, photographs, contact details, gender and age and will be dealt with properly irrespective of how it is collected, recorded and used – whether on paper, electronically or recorded on other media.
- **Government Departments:** In addition, it may occasionally be required by law to collect and use certain types of personal information to comply with the requirements of government departments for business data (e.g., ethnicity, health and other statistics).
- **Registration:** MISDC is registered with the Information Commissioner for the processing of personal as a Data Controller on the Data Protection Register
Registration Number: Z1075122
(<https://ico.org.uk/ESDWebPages/Entry/Z1075122>)
- **Access to Policy:** The policy will be available on MISDC website www.micomputersolutions.co.uk , Shared Drive and in printed format upon request. MISDC will ensure that all staff and those acting on our behalf obtain, use and disclose personal information lawfully and correctly.
- **Designated Officer:** MISDC is registered as a 'Data Controller' and holds responsibility for the fair and legal processing of data and this responsibility is in turn shared by all departments.