

Data protection policy - EU GDPR

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Summary

This policy is applicable to all personnel, internal and external.

This policy sets out the obligations of Synergy Learning regarding data protection and the rights of individuals (“data subjects”) in respect of their personal data under the General Data Protection Regulation (“the Regulation”).

The Regulation defines “personal data” as any information relating to an identified or identifiable natural person (a data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

This Policy sets out the procedures that are to be followed when dealing with personal data. The procedures and principles set out herein must be followed at all times by Synergy Learning, its employees, agents, contractors, or other parties working on behalf of the company.

Synergy Learning is committed not only to the letter of the law, but also to the spirit of the law and places high importance on the correct, lawful, and fair handling of all personal data, respecting the legal rights, privacy, and trust of all individuals with whom it deals.

Principles

This policy aims to ensure compliance with the Regulation. The Regulation sets out the following principles with which any party handling personal data must comply. All personal data must be:

- processed lawfully, fairly, and in a transparent manner in relation to the data subject
- collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the Regulation in order to safeguard the rights and freedoms of the data subject
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Lawful, Fair, and Transparent Data Processing

The Regulation seeks to ensure that personal data is processed lawfully, fairly, and transparently, without adversely affecting the rights of the data subject. The Regulation states that processing of personal data shall be lawful if at least one of the following applies:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract
- processing is necessary for compliance with a legal obligation to which the controller is subject

- processing is necessary to protect the vital interests of the data subject or of another natural person
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Processed for Specified, Explicit and Legitimate Purposes

Synergy Learning collects and processes the personal data as set out this Policy. This may include personal data received directly from data subjects (for example, contact details used when a data subject communicates with us).

Synergy Learning only processes personal data for the specific purposes set out in this Policy (or for other purposes expressly permitted by the Regulation). The purposes for which we process personal data will be informed to data subjects at the time that their personal data is collected, where it is collected directly from them, or as soon as possible (not more than one calendar month) after collection where it is obtained from a third party.

Adequate, Relevant and Limited Data Processing

Synergy Learning will only collect and process personal data for and to the extent necessary for the specific purpose(s) informed to data subjects.

Accuracy of Data and Keeping Data Up to Date

Synergy Learning shall ensure that all personal data collected and processed is kept accurate and up-to-date. The accuracy of data shall be checked when it is collected and at regular intervals thereafter. Where any inaccurate or out-of-date data is found, all reasonable steps will be taken without delay to amend or erase that data, as appropriate.

Timely Processing

Synergy Learning shall not keep personal data for any longer than is necessary in light of the purposes for which that data was originally collected and processed. When the data is no longer required, all reasonable steps will be taken to erase it without delay.

Secure Processing

Synergy Learning shall ensure that all personal data collected and processed is kept secure and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Accountability

- The company's data protection officer is Kenny McCormack, kenny.mccormack@synergy-learning.com
- Synergy Learning shall keep written internal records of all personal data collection, holding, and processing, which shall incorporate the following information (where known):
 - The name and details of the company, its data protection officer, and any applicable third party data controllers
 - The purposes for which the company processes personal data
 - Details of the categories of personal data collected, held, and processed by the company; and the categories of data subject to which that personal data relates
 - Details (and categories) of any third parties that will receive personal data from the company
 - Details of any transfers of personal data to non-EEA countries including all mechanisms and security safeguards
 - Details of how long personal data will be retained by the company
 - Detailed descriptions of all technical and organisational measures taken by

Privacy Impact Assessments

Synergy Learning shall carry out Privacy Impact Assessments when and as required under the Regulation. Privacy Impact Assessments shall be overseen by the company's data protection officer and shall address the following areas of importance:

- The purpose(s) for which personal data is being processed and the processing operations to be carried out on that data
- Details of the legitimate interests being pursued by the company
- An assessment of the necessity and proportionality of the data processing with respect to the purpose(s) for which it is being processed
- An assessment of the risks posed to individual data subjects
- Details of the measures in place to minimise and handle risks including safeguards, data security, and other measures and mechanisms to ensure the protection of personal data, sufficient to demonstrate compliance with the Regulation

The Rights of Data Subjects

The Regulation sets out the following rights applicable to data subjects:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure (also known as the 'right to be forgotten')
- The right to restrict processing
- The right to data portability
- The right to object
- Rights with respect to automated decision-making and profiling

Keeping Data Subjects Informed

Synergy Learning shall ensure that the following information is provided to every data subject when personal data is collected:

- Details of Synergy Learning including, but not limited to, the identity of the Data Protection Officer
- The purpose(s) for which the personal data is being collected and will be processed and the legal basis justifying that collection and processing
- Where applicable, the legitimate interests upon which Synergy Learning is justifying its collection and processing of the personal data
- Where the personal data is not obtained directly from the data subject, the categories of personal data collected and processed
- Where the personal data is to be transferred to one or more third parties, details of those parties
- Where the personal data is to be transferred to a third party that is located outside of the European Economic Area (the "EEA"), details of that transfer, including but not limited to the safeguards in place
- Details of the length of time the personal data will be held by Synergy Learning (or, where there is no predetermined period, details of how that length of time will be determined)
- Details of the data subject's rights under the Regulation
- Details of the data subject's right to withdraw their consent to Synergy Learning's processing of their personal data at any time
- Details of the data subject's right to complain to the Information Commissioner's Office (the 'supervisory authority' under the Regulation);
- Where applicable, details of any legal or contractual requirement or obligation necessitating the collection and processing of the personal data and details of any consequences of failing to provide it
- Details of any automated decision-making that will take place using the personal data (including but not limited to profiling), including information on how decisions will be made, the significance of those decisions and any consequences.

The information set out above shall be provided to the data subject at the following applicable time:

- Where the personal data is obtained from the data subject directly, at the time of collection
- Where the personal data is not obtained from the data subject directly (i.e. from another party)
- If the personal data is used to communicate with the data subject, at the time of the first communication
- If the personal data is to be disclosed to another party, before the personal data is disclosed
- In any event, not more than one month after the time at which the Company obtains the personal data

Data Subject Access

A data subject may make a subject access request ("SAR") at any time to find out more about the personal data which Synergy Learning holds about them. The company is normally required to respond to SARs within one month of receipt (this can be extended by up to two months in the case of complex and/or numerous requests, and in such cases the data subject shall be informed of the need for the extension).

All subject access requests received must be forwarded to Synergy Learning's data protection officer.

Synergy Learning does not charge a fee for the handling of normal SARs. Synergy Learning reserves the right to charge reasonable fees for additional copies of information that has already been supplied to a data subject, and for requests that are manifestly unfounded or excessive, particularly where such requests are repetitive.

SAR's should be made to our support desk available at <https://support.synergy-learning.com/>

Rectification of Personal Data

If a data subject informs Synergy Learning that personal data held by the company is inaccurate or incomplete, requesting that it be rectified, the personal data in question shall be rectified, and the data subject informed of that rectification, within one month of receipt the data subject's notice (this can be extended by up to two months in the case of complex requests, and in such cases the data subject shall be informed of the need for the extension).

In the event that any affected personal data has been disclosed to third parties, those parties shall be informed of any rectification of that personal data.

Erasure of Personal Data

Data subjects may request that Synergy Learning erases the personal data it holds about them in the following circumstances:

- It is no longer necessary for Synergy Learning to hold that personal data with respect to the purpose for which it was originally collected or processed
- The data subject wishes to withdraw their consent to Synergy Learning holding and processing their personal data
- The data subject objects to Synergy Learning holding and processing their personal data (and there is no overriding legitimate interest to allow the company to continue doing so)
- The personal data has been processed unlawfully
- The personal data needs to be erased in order for the company to comply with a particular legal obligation
- Unless Synergy Learning has reasonable grounds to refuse to erase personal data, all requests for erasure shall be complied with, and the data subject informed of the erasure, within one month of receipt of the data subject's request (this can be extended by up to two months in the case of complex requests, and in such cases the data subject shall be informed of the need for the extension)
- In the event that any personal data that is to be erased in response to a data subject request has been disclosed to third parties, those parties shall be informed of the erasure (unless it is impossible or would require disproportionate effort to do so)

Restriction of Personal Data Processing

Data subjects may request that Synergy Learning ceases processing the personal data it holds about them. If a data subject makes such a request, Synergy Learning shall retain only the amount of personal data pertaining to that data subject that is necessary to ensure that no further processing of their personal data takes place.

In the event that any affected personal data has been disclosed to third parties, those parties shall be informed of the applicable restrictions on processing it (unless it is impossible or would require disproportionate effort to do so).

Objections to Personal Data Processing

Data subjects have the right to object to Synergy Learning processing their personal data based on legitimate interests (including profiling), direct marketing (including profiling).

Where a data subject objects to Synergy Learning processing their personal data based on its legitimate interests, Synergy Learning shall cease such processing forthwith, unless it can be demonstrated that Synergy Learning's legitimate grounds for such processing override the data subject's interests, rights and freedoms; or the processing is necessary for the conduct of legal claims.

Where a data subject objects to Synergy Learning processing their personal data for direct marketing purposes, Synergy Learning shall cease such processing forthwith.

Where a data subject objects to Synergy Learning processing their personal data for scientific and/or historical research and statistics purposes, the data subject must, under the Regulation, 'demonstrate grounds relating to his or her particular situation'. Synergy Learning is not required to comply if the research is necessary for the performance of a task carried out for reasons of public interest.

Automated Decision-Making

In the event that Synergy Learning uses personal data for the purposes of automated decision-making and those decisions have a legal (or similarly significant effect) on data subjects, data subjects have the right to challenge to such decisions under the Regulation, requesting human intervention, expressing their own point of view, and obtaining an explanation of the decision from Synergy Learning

The right described not apply in the following circumstances:

- The decision is necessary for the entry into, or performance of, a contract between the Company and the data subject
- The decision is authorised by law
- The data subject has given their explicit consent.

Profiling

Where Synergy Learning uses personal data for profiling purposes, the following shall apply:

- Clear information explaining the profiling will be provided, including its significance and the likely consequences
- Appropriate mathematical or statistical procedures will be used
- Technical and organisational measures necessary to minimise the risk of errors and to enable such errors to be easily corrected shall be implemented
- All personal data processed for profiling purposes shall be secured in order to prevent discriminatory effects arising out of profiling

Personal Data

The following personal data may be collected, held, and processed by Synergy Learning for staff members:

- Staff name and general personal information such as email addresses or contact number - this information is used for user identity on the different systems used by Synergy Learning to provide services to both company staff and customers
- Sensitive personal information such as gender, disabilities, race, religion, allergies or medical details - this information is processed for compliance of legal obligations and to ensure the health and safety of our staff
- Job position related data such as annual leave, sick leave, benefits, performance data - this information is processed as a necessity for performance of the contract between the staff member and Synergy Learning
- Financial information such as bank, expenses, tax or pension details - this information is processed as a necessity for performance of the contract between the staff member and Synergy Learning
- Travel information such as passport details to arrange travel for staff on behalf of the company

Further details on what systems are used, what data is processed and how this is secured can be requested from dpo@synergy-learning.com

Transferring Personal Data to a Country Outside the EEA

Synergy Learning may from time to time transfer ('transfer' includes making available remotely) personal data to countries outside of the EEA.

The transfer of personal data to a country outside of the EEA shall take place only if one or more of the following applies:

- The transfer is to a country, territory, or one or more specific sectors in that country (or an international organisation), that the European Commission has determined ensures an adequate level of protection for personal data
- The transfer is to a country (or international organisation) which provides appropriate safeguards in the form of a legally binding agreement between public authorities or bodies; binding corporate rules; standard data protection clauses adopted by the European Commission; compliance with an approved code of conduct approved by a supervisory authority (e.g. the Information Commissioner's Office); certification under an approved certification mechanism (as provided for in the Regulation); contractual clauses agreed and authorised by the competent supervisory authority; or provisions inserted into administrative arrangements between public authorities or bodies authorised by the competent supervisory authority
- The transfer is made with the informed consent of the relevant data subject(s)
- The transfer is necessary for the performance of a contract between the data subject and the Company (or for pre-contractual steps taken at the request of the data subject)
- The transfer is necessary for important public interest reasons
- The transfer is necessary for the conduct of legal claims
- The transfer is necessary to protect the vital interests of the data subject or other individuals where the data subject is physically or legally unable to give their consent
- The transfer is made from a register that, under UK or EU law, is intended to provide information to the public and which is open for access by the public in general or otherwise to those who are able to show a legitimate interest in accessing the register.

Data Breach Notification

All personal data breaches must be reported immediately to Synergy Learning's data protection officer.

If a personal data breach occurs and that breach is likely to result in a risk to the rights and freedoms of data subjects (e.g. financial loss, breach of confidentiality, discrimination, reputational damage, or other significant social or economic damage), the data protection officer must ensure that the Information Commissioner's Office is informed of the breach without delay, and in any event, within 72 hours after having become aware of it.

In the event that a personal data breach is likely to result in a high risk to the rights and freedoms of data subjects, the data protection officer must ensure that all affected data subjects are informed of the breach directly and without undue delay.

Data breach notifications shall include the following information:

- The categories and approximate number of data subjects concerned
- The categories and approximate number of personal data records concerned
- The name and contact details of the Company's data protection officer (or other contact point where more information can be obtained)
- The likely consequences of the breach
- Details of the measures taken, or proposed to be taken, by the Company to address the breach including, where appropriate, measures to mitigate its possible adverse effects

Related documents

- [Technical and organisation measures](#)