



## GDPR & Data Protection Policy

Effective Date: November 2023 onwards.

### **1. Introduction**

Earth & Beauty is committed to safeguarding the privacy and protecting the personal data of individuals associated with our organisation. This GDPR and Data Protection Policy outlines our approach to complying with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

### **2. Scope**

This policy applies to all personal data processed by Earth & Beauty, whether collected from students, trainees, staff members, visitors, or any other individuals involved in our training programs or services.

### **3. Principles of Data Protection**

We adhere to the following principles for the processing of personal data:

a. Lawfulness, Fairness, and Transparency: We process personal data lawfully, transparently, and for legitimate purposes. Individuals are provided with clear information regarding the processing of their personal data.

b. Purpose Limitation: Personal data is collected and processed only for specific, explicit, and legitimate purposes. It is not processed in any manner incompatible with these purposes.

## **Earth & Beauty**

10 Great George Street | Weymouth DT4 8NN  
[info.earthandbeauty@gmail.com](mailto:info.earthandbeauty@gmail.com) | 07811181101  
This policy can also be found at [www.earthandbeauty.co.uk](http://www.earthandbeauty.co.uk)

c. **Data Minimisation:** We collect and process only the personal data that is necessary for the specified purposes. We take steps to ensure the accuracy of the data and minimise data retention.

d. **Accuracy:** We maintain accurate and up-to-date personal data. Appropriate measures are taken to rectify or erase inaccurate or incomplete data promptly.

e. **Storage Limitation:** Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected, considering legal obligations and legitimate business needs.

f. **Security:** We implement appropriate technical and organisational measures to ensure the security of personal data against unauthorised access, loss, alteration, or disclosure.

g. **Accountability:** We take responsibility for our data protection practices and demonstrate compliance with applicable data protection laws.

#### **4. Collection and Use of Personal Data**

We collect and process personal data for the following purposes:

a. **Enrolment and Administration:** We collect personal data during the enrolment process to administer training programs, manage student records, and provide necessary support and communication.

b. **Training and Assessment:** Personal data may be used for the delivery of training, assessments, and certification processes, ensuring the quality and integrity of our training programs.

c. **Communication and Marketing:** With appropriate consent, we may use personal data to communicate relevant information, updates, and marketing materials about our training programs and services.

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d. Compliance with Legal Obligations: Personal data may be processed to comply with applicable laws, regulations, or legal obligations to which we are subject.

## 5. Rights of Individuals

We respect the rights of individuals regarding their personal data:

a. Right to Access: Individuals have the right to request access to their personal data held by the training provider and obtain information about the processing activities.

b. Right to Rectification: Individuals can request the correction of inaccurate or incomplete personal data.

c. Right to Erasure: Individuals can request the erasure of personal data when it is no longer necessary, or the processing is no longer lawful.

d. Right to Restriction of Processing: Individuals have the right to request the restriction of processing in certain circumstances, such as when the accuracy of the data is contested.

e. Right to Data Portability: Individuals may request the transfer of their personal data to another organisation in a structured, commonly used, and machine-readable format.

f. Right to Object: Individuals have the right to object to the processing of their personal data, including direct marketing or processing based on legitimate interests.

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g. **Right to Withdraw Consent:** Where processing is based on consent, individuals have the right to withdraw their consent at any time.

h. **Right to Lodge a Complaint:** Individuals have the right to lodge a complaint with a supervisory authority if they believe their rights under data protection legislation have been violated.

## **6. Data Security**

We implement appropriate technical and organisational measures to ensure the security of personal data. These measures include:

a. **Access Controls:** Limiting access to personal data on a need-to-know basis and implementing user authentication mechanisms.

b. **Data Encryption:** Employing encryption techniques to safeguard personal data during transmission and storage.

c. **Data Minimisation:** Collecting and retaining only the minimum necessary personal data required for the specified purposes.

d. **Data Breach Response:** Establishing procedures to promptly detect, assess, and respond to data breaches, including notification to affected individuals and relevant authorities when required.

e. **Staff Training:** Providing training and awareness programs to staff members to ensure they understand their responsibilities in protecting personal data and maintaining confidentiality.

## **7. Data Sharing and Transfers**

Personal data is only shared or transferred when necessary and in compliance with applicable data protection laws. We may share personal data with:

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a. **Third-party Service Providers:** Engaging trusted service providers who process personal data on our behalf, subject to appropriate data protection agreements.

b. **Regulatory or Legal Requirements:** Disclosing personal data to comply with legal obligations, regulatory requests, or court orders.

c. **Consent-Based Sharing:** Sharing personal data with third parties when individuals have provided their informed consent.

## **8. Data Retention**

We retain personal data only for as long as necessary to fulfil the purposes outlined in this policy and to comply with legal obligations. Personal data that is no longer required will be securely disposed of in accordance with our data retention and disposal procedures.

## **9. Data Protection Officer**

We have appointed a Data Protection Officer (DPO) to oversee data protection practices, ensure compliance with applicable laws, and address any data protection-related queries or concerns. The DPO's contact information will be made available to individuals upon request.

## **10. Policy Review**

This GDPR and Data Protection Policy will be reviewed periodically to ensure its continued relevance and compliance with applicable data protection laws. Updates to the policy will be communicated to staff members, students, trainees, and other relevant stakeholders, as necessary.

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