



## OUTWARDLY MOBILE FIRST AID

### DATA MANAGEMENT POLICY

Outwardly Mobile First Aid has a responsibility under the Data Protection Act 1998 to protect the information we hold about you. However, we are required to share some of this with the Scottish Qualifications Authority in order to register you and apply for certification.

The Data Protection Act regulates how your personal information is used and protects you from misuse of your personal details.

These require personal information to be:

- \* fairly and lawfully processed;
- \* processed for limited purposes;
- \* adequate, relevant and not excessive;
- \* accurate;
- \* not kept longer than necessary (see below);
- \* processed in accordance with your rights;
- \* kept secure;
- \* not transferred abroad without adequate protection.

Organisations using personal information ('data controllers') must comply with these Principles.

You have a right to access the records we hold about you.

We therefore need to have your consent on Course Registration to share **relevant** information **appropriately**.

Outwardly Mobile First Aid will keep all course paperwork for 3 years, at which point a first-aid qualification expires.

Outwardly Mobile First Aid will keep indefinitely a record of who attended a first-aid course; their contact/registration details; and the outcome of the course (pass/fail), including course certificate details.