

Data Protection Policy

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1. Introduction

BioGrad Education is committed to safeguarding the privacy and security of personal data. This Data Protection Policy outlines how we collect, use, store, and share personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The policy ensures that all personal data is handled in a responsible and compliant manner.

2. Scope

This policy applies to all employees, contractors, and third parties who handle personal data on behalf of BioGrad Education. It covers all personal data collected in relation to our services, including self-funded private courses, government-funded programmes subject to Ofsted inspections, and data collected from partner companies.

3. Data Collection and Use

BioGrad Education collects personal data from students, staff, third parties, and partner companies to provide education and training services. The types of personal data collected include, but are not limited to:

- Personal and contact details (e.g. name, address, email, phone number)
- Academic records and course enrolment details
- Financial information related to course payments and funding
- Employment and university-related data for reporting and collaboration
- Data obtained from partner companies, such as employment records, contract details, and business-related information

We use this personal data for the following purposes:

- To enrol and manage students in our courses
- To deliver educational services and provide ongoing student support
- To comply with government and regulatory requirements, including Ofsted inspections
- To share relevant information with universities, employers, and partner companies in support of academic, professional, and collaborative development

4. Data Storage and Security

BioGrad Education is committed to ensuring that all personal data is securely stored and managed. We utilise Microsoft Office 365 (including Outlook, OneDrive, and SharePoint) for secure data storage. Our security protocols include:

- Access to personal data is granted only on a need-to-know basis
- Encryption and multi-factor authentication are implemented to protect personal data
- Regular security audits are conducted, and staff are trained on data protection best practices

Furthermore, external IT support companies, such as **MCS Group**, may have access to personal data to maintain and support our IT infrastructure. These companies are required to sign strict confidentiality agreements and comply with all relevant data protection laws. Access by external IT service providers is strictly limited to activities such as troubleshooting, system updates, and backup solutions. BioGrad Education ensures that all third-party service providers adhere to the same data protection standards.

5. Data Sharing

BioGrad Education shares personal data with third parties only when necessary. This includes sharing data with:

- Universities and employers, to facilitate academic and employment opportunities
- Government bodies and regulatory authorities, such as Ofsted
- Service providers who assist with data processing under strict confidentiality agreements
- Partner companies with which we collaborate for academic or professional development

We ensure that all third parties who process personal data on our behalf comply with relevant data protection regulations and implement appropriate safeguards to protect personal data.

6. Data Retention

Personal data is retained only for as long as necessary to fulfil the purposes outlined in this policy. Retention periods are determined by legal, regulatory, and contractual requirements. Once the retention period has expired, personal data will be securely deleted or anonymised.

7. Individual Rights

Under the UK GDPR, individuals have the following rights regarding their personal data:

- The right to access their personal data
- The right to request the correction or deletion of inaccurate or unnecessary data
- The right to object to data processing or withdraw consent where applicable
- The right to request the portability of their data, where applicable

Any requests regarding personal data should be submitted to BioGrad Education's Data Protection Officer (DPO). The DPO's contact details are available on request.

8. Data Breach Response

In the event of a data breach, BioGrad Education will follow a defined breach response procedure, which includes:

- Assessing the breach to determine its scope and impact
- Containing the breach to prevent further data loss
- Notifying affected individuals and the relevant authorities in accordance with legal requirements
- Taking corrective actions to prevent the recurrence of similar incidents

BioGrad Education takes all reasonable steps to ensure that any potential data breaches are identified and managed promptly.

9. Policy Review

This Data Protection Policy will be reviewed periodically to ensure ongoing compliance with legal and regulatory requirements. Any updates or revisions

will be communicated to relevant stakeholders. The most current version of this policy is available on request.

Appendix	Description

Version	Summary of Change	Author	Date
1	New Document	Daniel Williams	23/10/2025

Start Date/Adoption of Policy Date	23/10/2025
Document Owner	Daniel Williams
Reviewed by	Andy Russell
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