



**OUR COMMITMENT TO GDPR**

**WHAT IS GDPR?**

The UK & European Union has implemented a new data privacy law, the General Data Protection Regulation (GDPR), that came into effect on May 25, 2018.

This new regulation is "... designed to harmonise data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organisations across the region approach data privacy." [EUGDPR.org](http://EUGDPR.org).

**YOUR DATA IS SAFE WITH US**

Since 2015 My Training Passport has earned the trust of international businesses, to manage the training data of personnel in the field. Personal data stored within the My Training Passport is considered **personal data** and **not sensitive personal data**, such as personal identification numbers, race or ethnicity, orientation, beliefs, memberships, health or financial data. My Training Passport stored data is purposefully limited to training qualification information and only minimum data is stored, enabling My Training Passport and its clients to deliver managed services.

Customer personal data stored with My Training Passport includes:

- Employees' Name
- Employees' Photo
- Employees' DOB
- Employees' NI/Social Security Numbers
- Employees' Company Email Address
- Employees' Company Job Title
- Employees' Phone Numbers
- Employees Training Records and Certification

**DATA STORAGE**

My Training Passport has partnered with Microsoft Azure, a world leader in cloud-hosting technology and is committed to achieving full compliance with GDPR.

Customer data is stored within the United Kingdom and a copy of our server security statement can be found on our website. Microsoft Azure are ISO2700, SOC2 and Cyber Essentials+ compliant

**WHAT WE'RE DOING**

We take the development of leading training management technology services very seriously. We are registered with the ICO, we have a published privacy & cookie policy that is accessible via our web page site and our terms and conditions are also accessible on our website.

We have designed our systems with protection of your data in mind to ensure that we address and comply to each aspect of GDPR regulations. This includes reviewing our data processing, data storage, service providers, processes and policies.

If you have any concerns with the way in which My Training Passport Limited handles your data you have the right to complain to the **ICO** <https://ico.org.uk/> The UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Signed on behalf of My Training Passport Limited

..... DIRECTOR

Date: 01/07/2024

**My Training Passport Limited**