

## Jessanol Ltd – Data Protection & Information Security Policy

### 1. Policy Statement

Jessanol Ltd is committed to protecting personal data and handling information responsibly, securely, and in line with UK data protection legislation, including the Data Protection Act 2018 and UK GDPR.

We recognise the importance of maintaining the trust of our clients, learners, and partners by ensuring that personal data is handled lawfully, fairly, and transparently.

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### 2. Scope

This policy applies to all personal data processed by Jessanol in relation to:

- learners
  - clients
  - partners
  - suppliers
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### 3. Relationship to Privacy Policy

Jessanol's **Privacy Policy** sets out:

- what personal data we collect
- how and why it is used
- individuals' rights

This policy outlines how Jessanol manages data **internally**, including security and handling practices.

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### 4. Data Protection Principles

Jessanol follows the core principles of UK GDPR. Personal data will be:

- processed lawfully, fairly, and transparently
- collected for specific and legitimate purposes
- limited to what is necessary

- accurate and kept up to date
  - retained only as long as necessary
  - protected through appropriate security measures
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## **5. How We Handle Personal Data**

Jessanol:

- collects only the data needed to deliver services and improve learning experiences
  - uses data in line with agreed purposes and lawful bases (as outlined in our Privacy Policy)
  - does not share personal data without appropriate safeguards
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## **6. Data Security**

Jessanol takes appropriate technical and organisational measures to protect personal data, including:

- secure digital systems and platforms
  - controlled access to data (only where required)
  - use of trusted third-party providers
  - password protection and secure storage
  - regular review of systems and processes
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## **7. Data Retention**

Personal data is retained only for as long as necessary to:

- fulfil contractual and service obligations
- meet legal requirements
- support business operations

Further detail is available in the Jessanol Privacy Policy.

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## **8. Data Subject Rights**

Individuals have the right to:

- access their personal data
- request correction or deletion
- restrict or object to processing
- request data portability

Requests can be made via the contact details in the Privacy Policy.

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## **9. Data Breaches**

In the event of a data breach, Jessanol will:

- investigate and assess the risk
  - take appropriate action to contain and resolve the issue
  - notify the Information Commissioner's Office (ICO) where required
  - inform affected individuals where there is a high risk
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## **10. Responsibilities**

Overall responsibility for data protection sits with the **Jessanol Director**.

All individuals working with Jessanol are expected to:

- handle data responsibly
  - follow this policy
  - report any concerns or incidents promptly
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## **11. Continuous Improvement**

Jessanol regularly reviews its data handling practices to ensure they remain appropriate, secure, and aligned with business needs.

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## **12. Review of Policy**

This policy will be reviewed annually or as required.

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**Owner:** Jessanol Ltd

**Role Responsible:** Director

**Version:** 1.0

**Date:** 20/3/26

**Next Review:** 20/3/27