

B P I F
TRAINING

DATA PROTECTION **STATEMENT**

B P I F TRAINING LIMITED

Version 1.0 | July 2026

DATA PROTECTION STATEMENT

BPIF Training is committed to protecting the privacy, confidentiality and security of personal information.

We recognise the importance of safeguarding the personal data entrusted to us by learners, employers, staff, website visitors and other stakeholders. We are committed to processing personal information responsibly, fairly and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1 OUR COMMITMENT

BPIF Training will:

- ◆ Process personal data lawfully, fairly and transparently.
- ◆ Collect and use personal information only for legitimate purposes.
- ◆ Ensure personal data is accurate, relevant and kept up to date.
- ◆ Retain information only for as long as necessary.
- ◆ Protect personal data through appropriate technical and organisational security measures.
- ◆ Respect and uphold the rights of individuals in relation to their personal information.
- ◆ Promote a culture of confidentiality and data protection across the organisation.

2 HOW WE PROTECT INFORMATION

We take appropriate steps to protect personal information from unauthorised access, disclosure, loss, misuse or damage. These measures include:

- ◆ Secure systems and access controls
- ◆ Encryption and password protection where appropriate
- ◆ Staff training and awareness
- ◆ Secure storage and disposal of information
- ◆ Regular monitoring and review of our data protection practices

3 SHARING INFORMATION

We only share personal information where there is a lawful basis to do so, including where required for:

- ◆ Training delivery and learner support
- ◆ Funding and regulatory requirements
- ◆ Awarding and assessment organisations
- ◆ Legal or statutory obligations

Any third parties processing information on our behalf are required to maintain appropriate levels of security and confidentiality.

4 INDIVIDUAL RIGHTS

Individuals have rights under data protection legislation, including the right to:

- ◆ Access their personal information
- ◆ Request correction of inaccurate information
- ◆ Request deletion of information in certain circumstances
- ◆ Restrict or object to processing
- ◆ Request transfer of data where applicable
- ◆ Withdraw consent where processing is based on consent

Further details about these rights can be found in our Privacy Notice.

5 DATA BREACHES

BPIF Training takes all data breaches seriously and has procedures in place to investigate, manage and report breaches where required.

Any reportable breaches will be notified to the Information Commissioner's Office (ICO) and affected individuals where legally necessary.

6 CONTACT US

If you have any questions about how BPIF Training handles personal information, please contact:

Max Walkington

Operations Director

BPIF Training Limited

Email: training@bpif.training

Unit 2, Villiers Court

Meriden Business Park

Copse Drive

Coventry

CV5 9RN

7 FURTHER INFORMATION

For more detailed information about how we collect, use and protect personal data, please refer to our Privacy Notice and Cookies Policy.

Version	1.0
Date of issue	July 2026
Contact for data protection	Max Walkington, Operations Director
Related documents	Privacy Notice; Cookies Policy

BPIF

TRAINING

HANDLED LAWFULLY. HELD SECURELY.

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