



# Data Protection Policy

*Training Policies and Quality Assurance Documents*

<b>Document owner</b>	Jamie Morgan MIET MIFSM	<b>Role</b>	Director / Lead Fire Safety Consultant
<b>Applies to</b>	Online and in-person fire safety training	<b>Version</b>	1.0
<b>Approved date</b>	17 May 2026	<b>Next review</b>	Annual
<b>Contact</b>	training@esifiresafety.co.uk	<b>Website</b>	www.esifiresafety.co.uk

## Introduction

This policy sets out how ESI: Fire Safety handles personal data in connection with enquiries, bookings, online and in-person fire safety courses, learner records, certificates, feedback, complaints, appeals and ongoing customer communication.

ESI: Fire Safety is committed to handling personal data lawfully, fairly, transparently and securely in accordance with UK data protection legislation, including the UK GDPR and Data Protection Act 2018.

## Personal Data We May Process

- Name, job title, employer and contact details.
- Course booking details, attendance records and certificates.
- Assessment, knowledge check or practical completion records.
- Reasonable adjustment or special consideration requests.
- Feedback, complaints, appeals or safeguarding records.
- Payment, invoicing and client administration records.
- Online training attendance, chat records or recordings where these are used and learners have been informed.

## Purposes and Lawful Bases

- To respond to enquiries and provide quotations.
- To deliver training and issue certificates.
- To maintain quality assurance and course records.
- To meet legal, contractual, insurance and professional obligations.
- To manage complaints, appeals, safeguarding concerns and malpractice investigations.
- To send relevant service updates or marketing where lawful and appropriate.

## Data Protection Principles

- Personal data will be processed lawfully, fairly and transparently.
- Data will be collected for clear and legitimate purposes.
- Only data that is adequate, relevant and necessary will be collected.
- Data will be kept accurate and up to date where required.



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ESI: ELECTRICAL SAFETY INSPECTIONS & ESI: FIRE SAFETY IS A TRADING NAME OF MORGAN BROOKS LTD. COMPANY NO. 12042658.

- Data will not be kept for longer than necessary.
- Data will be protected against unauthorised access, loss, misuse or damage.

### **Learner and Customer Rights**

- Right to be informed.
- Right of access.
- Right to rectification.
- Right to erasure, where applicable.
- Right to restrict processing.
- Right to object to processing, including direct marketing.
- Right to data portability, where applicable.
- Right to complain to the Information Commissioner's Office.

### **Security Measures**

- Learner and customer records will be stored securely with access restricted to those who need it.
- Electronic records will be protected by appropriate passwords, access controls and secure systems.
- Personal data will not be shared informally or with unauthorised third parties.
- Paper records, where used, will be stored securely and disposed of confidentially.
- Data breaches must be reported immediately to the data protection contact.


### **Data Retention**

Training records and certificates will be retained for as long as reasonably necessary to evidence attendance, completion, complaints, insurance, audit or client requirements. Safeguarding, malpractice, complaints or appeals records may be retained for longer where required for legal or risk management reasons. Retention periods should be reviewed regularly and personal data securely deleted when no longer required.

### **Data Protection Contact**

Data protection matters should be addressed to Jamie Morgan MIET MIFSM, Director / Lead Fire Safety Consultant, at [training@esifiresafety.co.uk](mailto:training@esifiresafety.co.uk) or 01276 300351.

**Approval and Review**

<b>Approved by</b>	Jamie Morgan MIET MIFSM
<b>Position</b>	Director / Lead Fire Safety Consultant
<b>Signature</b>	
<b>Date</b>	17 May 2026
<b>Review arrangements</b>	Annual review, or earlier if legislation, awarding/CPD requirements, course content or delivery arrangements change.