
European General Data Protection Regulation (GDPR)

Data Protection Officer (DPO) Statement for

HT Training Ltd

Registered company no. 06510989

Registered address: 73 Chelston Road, Ruislip Manor, Middlesex, HA4 9SA

Name: Rosemary Bannister
Position: Director/Business Owner
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The DPO is responsible for the following in regard to HT Training Ltd's compliance with GDPR.

1. To ensure any staff and contractors are informed and understand how to carry out their duties in accordance with GDPR and other in-house operating procedures in regard to data processing. This applies to any individual acting as a Data Controller or Data Processor.
2. To monitor compliance with GDPR for all personal data held or processed by the company within the European Economic Area (EEA), and where data may be sourced from or transferred to states outside the EEA. This includes awareness-raising and training of relevant staff and contractors.
3. To provide advice if required in regard to the data protection impact assessment.
4. To cooperate and be the key liaison point of contact for the relevant domestic or European supervisory body (eg the Information Commissioner's Office in the UK) where required to do so.
5. To register the company with the relevant supervisory body or bodies in the countries where GDPR applies.

HT Training Ltd's nominated DPO is the director and owner of the company and as such has the authority to take any and all relevant decisions regarding standard operating processes and procedures.

WHY DOES HT TRAINING LTD REQUIRE AN APPOINTED DPO?

HT Training Ltd requires a nominated data protection officer as the company's core activities consist of processing data for any staff it may employ in the future, associate trainers, suppliers, clients and clients' staff in order to fulfil contractual obligations.

Relevant permissions may be solicited from clients in regard to accessing their staff's information (including any *Sensitive* information) and copies of each are held securely by HT Training Ltd along with documentation detailing the security measures taken to ensure the safety and security of this information.