

DATA PROTECTION POLICY

Section Two

info@ncagb.co.uk

Telephone: 0161 796 6221

Mobile: 07985 340 777



For further information: www.ncagb.co.uk. In writing to: Nationwide Cycling Academy Philips Park Whitefield Manchester M45 7QJ

In addition, the NCA will ensure that:

1. There is someone with specific responsibility for Data Protection. The NCA's Course Director, Julie Woodruff
2. Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
3. Everyone managing and handling personal information is appropriately trained to do so
4. Everyone managing and handling personal information is appropriately supervised,
5. Anybody wanting to make enquiries about handling personal information knows what to do
6. Queries about handling personal information are promptly and courteously dealt with
7. Methods of handling personal information are clearly described
8. A regular review and audit is made of the way personal information is held, managed and used
9. Methods of handling personal information are regularly assessed and evaluated
10. Performance with handling personal information is regularly assessed and evaluated
11. A breach of the rules and procedures identified in this policy by a member of staff may lead to disciplinary action being taken
12. A breach of the rules and procedures identified in this policy by a Member is a potential breach of the Code of Conduct.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998

Signed by: Julie Woodruff

Position in Director

company: Date:

31/03/2021