

Data Protection Policy 2026

Parenta
Working together for our children

Parenta Training Ltd is committed to protecting the privacy and security of personal data. This Data Protection Policy outlines how we collect, use, store, and protect personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Policy Statement & Commitment

Parenta Training Ltd recognises the importance of protecting personal data and is committed to handling all personal information lawfully, fairly, and transparently. We are dedicated to upholding the data protection rights of individuals and ensuring that personal data is processed securely and responsibly.

Scope

This policy applies to all personal data processed by Parenta Training Ltd, whether in electronic or paper format. This includes data relating to:

- Learners/Trainees (current, prospective, and past)
- Employees and Associate Trainers (current, prospective, and past)
- Contractors, suppliers, and partners
- Visitors to our website and premises

Legal Framework

This policy is developed and implemented in accordance with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018

Data Protection Principles

Parenta Training Ltd adheres to the seven key principles of data protection as outlined in the UK GDPR:

1. **Lawfulness, Fairness, and Transparency:** Personal data must be processed lawfully, fairly, and in a transparent manner in relation to the individual.
2. **Purpose Limitation:** Personal data must be collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. **Data Minimisation:** Personal data must be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
4. **Accuracy:** Personal data must be accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that inaccurate personal data, having regard to the purposes for which they are processed, is erased or rectified without delay.
5. **Storage Limitation:** Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6. **Integrity and Confidentiality (Security):** Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.
7. **Accountability:** The data controller (which is Parenta Training Ltd) is responsible for, and must be able to demonstrate compliance with, the other principles.

Types of Personal Data Collected

We may collect and process various types of personal data, including but not limited to:

- **Identity Data:** Name, date of birth, gender, marital status
- **Contact Data:** Address, email address, and telephone numbers
- **Educational/Professional Data:** Qualifications, training history, employment history, professional body memberships, performance data, assessment results
- **Financial Data:** Bank account details (for payments/salaries), billing information
- **Special Category Data (where necessary and with explicit consent/lawful basis):** Health information (e.g., medical conditions, allergies, disabilities for reasonable adjustments), racial or ethnic origin, religious or philosophical beliefs (e.g., for dietary requirements or cultural considerations)
- **Technical Data:** IP address, browser type, usage data (from website analytics)
- **Marketing and Communications Data:** Preferences in receiving marketing from us

How Personal Data is Used

We use personal data for various legitimate purposes, including:

- To process applications for courses and employment
- To deliver training courses and qualifications, including registration, attendance, and assessment
- To manage employment relationships (for staff and associate trainers), including payroll and performance management
- To provide support services to learners and staff, including reasonable adjustments for disabilities
- To communicate with learners, staff, and partners regarding courses, updates, and relevant information
- To maintain accurate records for administrative, financial, and regulatory purposes.
- To monitor and improve the quality of our services and training
- To comply with legal and regulatory obligations (e.g., safeguarding, funding body requirements)
- For marketing and promotional activities, where consent has been obtained or a legitimate interest exists

Lawful Basis for Processing

We will only process personal data when we have a lawful basis to do so. Common lawful bases include:

- **Consent:** Where the individual has given clear consent for us to process their personal data for a specific purpose
- **Contract:** Where the processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract
- **Legal Obligation:** Where the processing is necessary for us to comply with the law (e.g., safeguarding duties, financial reporting)
- **Legitimate Interests:** Where the processing is necessary for our legitimate interests or the legitimate interests of a third party, provided these do not override the individual's rights and freedoms
- **Vital Interests:** Where the processing is necessary to protect someone's life
- **Public Task:** Where the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law

For Special Category Data, we will only process it if we have an additional lawful basis, such as explicit consent, for employment/social security obligations, or for reasons of substantial public interest (e.g., for equality monitoring or providing reasonable adjustments).

Data Sharing

We will only share personal data with third parties when there is a legitimate reason and a lawful basis to do so. This may include:

- **Funding bodies and awarding organisations:** For course registration, certification, and funding claims
- **External agencies:** Such as local authorities, health services, or safeguarding boards, where there is a legal obligation or vital interest
- **IT service providers:** Who manage our systems and data on our behalf, under strict data processing agreements
- **Professional advisors:** Such as accountants or lawyers

We will ensure that all third parties with whom we share data are compliant with data protection legislation and have appropriate security measures in place. We will not sell personal data to third parties.

Data Sharing

We will only share personal data with third parties when there is a legitimate reason and a lawful basis to do so. This may include:

- **Funding bodies and awarding organisations:** For course registration, certification, and funding claims
- **External agencies:** Such as local authorities, health services, or safeguarding boards, where there is a legal obligation or vital interest
- **IT service providers:** Who manage our systems and data on our behalf, under strict data processing agreements
- **Professional advisors:** Such as accountants or lawyers

We will ensure that all third parties with whom we share data are compliant with data protection legislation and have appropriate security measures in place. We will not sell personal data to third parties.

Data Security

Parenta Training Ltd implements appropriate technical and organisational measures to ensure the security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage. These measures include:

- Access controls and authentication procedures
- Encryption of sensitive data where appropriate
- Regular security assessments and updates
- Staff training on data protection and security
- Secure storage of physical records
- Data backup and recovery procedures

Data Retention

We will retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. Our data retention schedule outlines specific retention periods for different categories of data.

Individual Rights

Under UK GDPR, individuals have the following rights regarding their personal data:

- **The Right to Be Informed:** About how their data is being used
- **The Right of Access:** To their personal data
- **The Right to Rectification:** To have inaccurate data corrected
- **The Right to Erasure (the 'right to be forgotten'):** To have data deleted in certain circumstances
- **The Right to Restrict Processing:** To limit how their data is used
- **The Right to Data Portability:** To obtain and reuse their data for different services
- **The Right to Object:** To certain types of processing
- Rights in Relation to Automated Decision Making and Profiling

To exercise any of these rights, individuals should contact Adele James, GDPR Lead using the contact details provided in Section 13.

Data Breach Procedure

In the event of a personal data breach, **Parenta Training Ltd** has procedures in place to detect, report, and investigate the breach. We will notify the Information Commissioner's Office (ICO) and affected individuals, where required, within 72 hours of becoming aware of the breach.

Training

All staff and associate trainers involved in processing personal data will receive appropriate data protection training and regular refreshers to ensure they understand their responsibilities and this policy.

Monitoring and Review

This policy will be monitored for its effectiveness and impact annually by **Adele James, Data Protection Lead** and formally reviewed every three years, or sooner if there are changes in legislation or organisational needs.

Contact Information

For any questions regarding this policy, or to exercise your data protection rights, please contact:

Adele James [adele.james@parenta.com]
Date of Issue: 1st August 2026
Date of Next Review: 1st August 2027

Parenta - The Home of Early Years

Growing a setting and a great childcare team shouldn't be hard - Parenta makes it simple. We're the UK's leading specialist apprenticeship training provider for the early years sector - helping nurseries recruit, train, and retain brilliant practitioners,

And it doesn't stop there. From nursery management software, business support that actually makes a difference, and expert free sector resources, Parenta is the partner your setting didn't know it needed.

EARLY YEARS TRAINING

Boost your team's motivation and keep staff for longer by offering them childcare training – the ideal tool for you to develop and retain your staff.

TRAINING COURSES:

Government Funded:

- Level 2 Early Years Practitioner
- Level 3 Early Years Educator – now with a 'Fast Track' option – 52 weeks + EPA
- Level 5 Early Years Lead Practitioner

Qualification only courses:

- L3 SEND Coordinator
- L5 Diploma for Senior Early Years Practitioners

FREE RECRUITMENT

Our team of dedicated recruitment experts will help you find a suitable apprentice - **for free**. Once found, we will sign them up and get them started on their childcare course - providing one-to-one support throughout their training.

Book a call with us today and discover how we can grow your setting

NURSERY MANAGEMENT SOFTWARE – ABACUS ADVANTAGE

- **Abacus Advantage** helps nursery managers and owners understand their money simply and clearly
- It combines **easy-to-use software**, covering all aspects of your nursery business
- Practical guidance and hands-on support to show you exactly where your income comes from, where the pressure builds, and what to do about it

Book a free clarity call today

MARKETING SOLUTIONS

Parenta designs and builds childcare websites that attract parents, impress Ofsted, and turn visitors into enquiries.

- **Websites that work** - built by a team that knows childcare inside out.
- **Branding that means business** - from logos and prospectuses to newsletters and business cards, we create a look that makes your setting stand out and stick in people's minds.
- **Social media made simple** - we'll get you set up, show you what works, and help you build a visible, trusted presence that keeps your setting front of mind for local families.

Contact our marketing solutions team

FREE RESOURCES FOR ALL THOSE WHO WORK IN CHILDCARE

How To Guides
Covering the common challenges you face whilst working in childcare, both for childcare practitioners and business owners.

Free Webinars
Early years experts share their insights, best practices, and valuable experiences LINK

Parenta Blog
Over 3000 articles covering all things early years, written by sector experts LINK

Working together for our children

0800 002 9242 hello@parenta.com

Follow us on social media **@TheParentaGroup**

www.parenta.com

Parenta, Stratford House, Waterside Court, Neptune Way, Medway City Estate, Rochester, Kent, ME2 4NZ