



ICO REGISTRATION

Skin Aesthetics & Academy – ICO Registration Number & Data Protection Policy
Review Date: 13/6/27

Policy Statement

Skin Academy is committed to ensuring the lawful, fair, and transparent handling of all personal data it collects, stores, and processes. As part of our compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, the academy is registered with the Information Commissioner's Office (ICO) and adheres to all requirements of data protection legislation.

1. Purpose of this Policy

This policy outlines:

- Our responsibility to register with the ICO.
- The importance of the ICO registration number.
- Our commitment to safeguarding personal data belonging to students, staff, contractors, and stakeholders.
- How we ensure ongoing compliance with data protection laws.

2. ICO Registration Details

Skin Academy is registered with the Information Commissioner's Office (ICO) as a data controller.

- ICO Registration Number: ZB761497
- Registration Status: Active
- Renewal Frequency: Annually
- Registration Type: Training and education services
- Responsible Person: Leah Torrington

Our ICO registration confirms that we collect and process personal data lawfully and are accountable under current data protection laws.

3. Responsibilities

Director / Data Protection Officer (DPO)

- Ensures the academy maintains an active ICO registration.
- Reviews data processing activities to ensure legal compliance.
- Maintains internal records of data processing, consent, and access.
- Acts as the point of contact for data protection queries or subject access requests (SARs).

All Staff

- Must comply with data protection procedures and training.
- Report any suspected data breach immediately.
- Ensure that personal data is accessed only for legitimate purposes and stored securely.

4. What Data We Collect

We collect and process personal data including:

- Learner names, addresses, emails, and phone numbers
- Emergency contact information
- Health declarations and consent forms
- Assessment records and progress reports
- Staff employment details and qualifications



5. Data Protection Principles

We comply with the seven key principles of data protection, which require that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and up-to-date
- Retained only for as long as necessary
- Processed securely
- Accountable in all handling of data

6. Data Subject Rights

Individuals whose data we hold have the right to:

- Access their personal data
- Request correction or deletion of their data
- Object to or restrict data processing
- Make a complaint to the ICO if they believe their data has been misused

7. Data Breach Reporting

Any actual or suspected data breach must be reported to the Director or DPO immediately. If required, the breach will be reported to the ICO within 72 hours in accordance with GDPR rules.

8. Policy Availability and Review

- This policy is available to staff, students, and awarding bodies on request.
- It is included in staff induction and learner welcome packs.
- The policy is reviewed annually, or sooner if there are changes in legislation or academy operations.