

# Data Protection Policy

Transition with Paula – Handling Learner Information  
Reviewed: March 2026

## 1. Purpose

Transition with Paula is committed to handling personal data responsibly, securely, and transparently. This policy explains how learner information is collected, stored, and managed.

## 2. Collection and Use of Data

We collect personal information only for clear, appropriate reasons, including:

- Managing training bookings and communication
- Issuing certificates
- Meeting quality and accreditation requirements

## 3. Accuracy and Storage

We ensure personal information is:

- Accurate and up to date
- Stored securely using appropriate technical and organizational measures
- Retained only as long as necessary to fulfill its purpose

## 4. Learner Rights

Learners may:

- Request access to their personal data
- Ask for corrections to their data
- Request deletion where appropriate

## 5. Security and Breaches

Any data protection concerns or breaches are addressed promptly in accordance with GDPR for EU/UK participants and equivalent international data protection standards.

## 6. Contact

For questions or concerns about your personal data, contact:  
[transitionwithpaula@gmail.com](mailto:transitionwithpaula@gmail.com)