

NANIKŌKĪ

NaniKōkī Data Protection & Confidentiality Policy - Last Reviewed: 12/11/2025

Policy Statement

At NaniKōkī, we are committed to protecting the personal data and privacy of all learners. We collect only essential information and handle all personal data in accordance with the UK General Data Protection Regulation (GDPR).

How We Protect Learner Data

- **Secure Storage:** All learner information is stored securely using password-protected systems. Any physical documents are kept in a locked file or safely destroyed after use.
- **Confidential Use Only:** Learner details are used strictly for course-related administration, such as issuing certificates and maintaining CPD records.
- **No Third-Party Sharing:** We will never sell, give, or share learner data with third parties without explicit, written permission.
- **Data Access:** Learners may request to view, update, or delete their personal information at any time.
- **Data Retention:** Personal data is held only as long as necessary to meet legal, educational, or certification requirements, and then securely deleted.

Breaches or Concerns

If a data breach is suspected or reported, it will be assessed and managed immediately in line with UK GDPR reporting protocols. Learners will be informed if their data is affected.