



## Training Delegate Privacy Notice

At COMMUNICATE we believe in being open and transparent about how we work. This Privacy Notice explains how we manage your information, how it is shared, and why it is important to us.

At Communicate we are committed to protecting your privacy in accordance with the current Data Protection Legislation. This notice sets out the basis on which we will process any personal data that we may collect from you, or you provide to us. In summary, we will always tell you how we use your data and we'll use it to manage and provide your training place booking. Plus, we'll make sure we collect and store your data securely.

I have read and agree to this privacy notice and give consent for COMMUNICATE to use my personal data for the purposes of training

I would like to receive marketing information on upcoming courses and events run by COMMUNICATE

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Who is responsible for your data?

For the purposes of the legislation, the Data Controller in relation to any personal data we receive which relates to you, is COMMUNICATE. You are also responsible for keeping your information (like contact details) up-to-date so please do let us know if anything changes.

### What Personal Data to we collect about you?

Personal Data means any information that relates to you and allows us to identify you, either directly or in combination with other information that we may hold. Your personal data is likely to include your name, contact details, and information relating to your booking.

We collect some personal data from you, for example when we book a training place for you. We may also receive some personal data from involved third parties, for example your employer. If you make an enquiry and provide personal information on behalf of someone else, you must have their consent to use their personal information.

We may collect and process the following categories of information about you:

Your details when you make an enquiry <ul style="list-style-type: none"> <li>• name</li> <li>• email address</li> <li>• telephone number</li> <li>• place of employment</li> <li>• any other information you choose to provide at the time.</li> </ul>	When you make an enquiry via our website contact form. When you email one of us directly to enquire.
The communications you exchange with us <ul style="list-style-type: none"> <li>• calls &amp; messages</li> <li>• emails</li> <li>• letters</li> </ul>	When you contact us or are contacted by us

<p>Additional information to organise your booking</p> <ul style="list-style-type: none"> <li>• your full address / or employment address</li> <li>• more detailed information on your training needs</li> </ul>	When we contact you to book a training place
<p>Information for invoicing</p> <ul style="list-style-type: none"> <li>• invoice address</li> </ul>	When you book a place
<p>Information for accounting (an online platform our accountants, Farnell Clarke Limited, can also access)</p> <ul style="list-style-type: none"> <li>• dates of your appointments and appointment type</li> <li>• your full address</li> <li>• your email address</li> </ul>	When we create your invoice
<p>Information on the service we provide you</p> <ul style="list-style-type: none"> <li>• courses you attend</li> <li>• coursework and attainment on our accredited courses</li> </ul>	From the first course you attend onwards
<p>Information we obtain share with third parties directly. We only obtain information from third parties if this is permitted by law and you have given them permission to share that data with us. We will let you know what we have received within 1month of obtaining it.</p> <p>We will only share information with a third party if you have identified them as your invoice details.</p>	
Your posts and messages on social media directed to us	When you choose to interact with us on social media
Your feedback	When you respond to our requests for feedback or participate in our surveys

In the course of providing services to you, we could collect information that could reveal your gender, physical or mental health and other very personal information. This information is considered ‘sensitive personal data’. We only collect this information where you have given your explicit consent, it is necessary, or you have deliberately made it public. This would be collected solely to ensure you could attend and enjoy a training session.

By providing any sensitive personal data you explicitly agree that we may collect and use it in order to provide our services and in accordance with this Privacy Notice.

### How and Why do we use your Personal Data?

We use your data for the following purposes:

- To manage your enquiries and provide our services to you
- To manage your bookings with us, for example to confirm your booking place, provide you with handouts and to ensure our premises are accessible to you.
- When you are attending training from us, we use your information to maintain our professional standards, for example, to provide up-to-date paperwork and to liaise with accreditors of courses where relevant.
- To communicate with you and manage our relationship with you
- Occasionally we may need to contact you by email and/or SMS for administrative and operative reasons, for example to send you confirmation of training booking, to advise you of disruption or changes to your planned training. Please be aware that these communications are not made for marketing purposes
- We will use your personal data if we contact you after you have sent us a request, filled in a web-form through our website, or contacted us on social media.
- Your opinion is very important to us, so we may send you an email to seek your feedback. We will use the communications you exchange with us and the feedback you may provide in order to manage our relationship with you as our client and to improve our services and experiences for customers.
- Please note that we do not share your contact details and other personal data with other companies for marketing purposes.

- If you have actively opted in to receive marketing communications, we will send you information on upcoming courses and events which may interest you
- To fulfil our administrative purposes and protect our business interests.
- The business purposes for which we will use your information include accounting, invoicing and audit, safety, security and legal purposes, statistical analysis and development.
- Legally we may have to use and share your personal data were there to be a safeguarding concern, concern of suicide or criminal concerns. Otherwise the data you provide is used only by us, unless you give consent for any other processing or sharing.
- We use cloud-based services for our email, document storage and accounts. This means that your data may be on a cloud server outside of the EEA. We have checked and verified the security of this and are satisfied about their safety measures. We may transfer your personal data to destinations outside the European Economic Area ("EEA"). Where we transfer your personal data outside of the EEA, we will ensure that it is treated securely, and in accordance with this privacy notice and the Legislation.
- We keep your data in line with our retention policy. Our retention period is set according to legal, statutory and regulatory obligations. Once this retention period is complete all personal data is safely disposed of. Your booking is deleted 1 year after expiry. Our accounts must be legally kept for longer.

### What are our Security Measures?

We are committed to taking appropriate technical and organisational measures to protect your personal data against unlawful or unauthorised processing and against accidental loss, destruction or damage to personal data.

When you provide your personal data through our website, this information is transmitted across the internet securely using encryption. Email can be used but it must be acknowledged that Gmail does not provide end-to-end data encryption. However, personal data will be produced in a document which will be password protected before attaching to the email. The passwords to open these documents are sent in a separate email, to ensure they are secure.

The information that you provide to us will be held in our email, filing cabinets and cloud-based systems, which are located on our Premises or those of an appointed third party (for example cloud-based systems for file storage and accounting). We limit the access to these files with only those needing the information having access to it. All of our systems require a key or password log-in which only those needing it will have access to.

As described within this Notice, we may in some instances disclose your personal data to third parties. Where this happens, we ensure the data we are sending is as secure as possible through password-protection.

We do not use your data for marketing purposes unless you have provided explicit consent for this to happen. In this instance, you still have the rights as below to that data.

### How long do we keep your Data for?

Your data will not be retained for longer than is necessary, and will be managed in accordance with our data retention policy. In most cases the retention period will be for a period of five (5) years following the expiry of the relationship with you, unless we are required to retain the data for a longer period due to business, legal or regulatory requirements. In any case, where data is retained we will endeavour to delete or to anonymise any personal elements, in order to maintain your privacy and security.

### What are Your Rights over your Data?

#### Request Access

You have the right to request access to the personal data that we hold about you. This could include training notes we have created. We would have to redact information that involves other people's personal data before we give it to you. We will endeavour to provide you this within one month of receipt of the request.

Occasionally it may take us longer than a month. In this case, we will notify you and keep you updated. To request a copy of some or all of your personal data, please contact us at: [communicate.emma@gmail.com](mailto:communicate.emma@gmail.com)

### Request Rectification

If you feel that our information is incomplete or erroneous, you should inform your trainer who will update your records accordingly. This may be because you have moved house, or changed name. We would also endeavour, where reasonable, to notify anyone whom we had shared the rectified information with that it had been updated.

### Request Erasure

If information is no longer relevant it can be erased. However, if there are legal grounds for us to keep it we must abide by this. To request erasure of some or all of your data, please contact us at: [communicate.emma@gmail.com](mailto:communicate.emma@gmail.com)

### Request to Restrict Processing

A restriction on processing would mean that we are able to keep your data but you wanted to restrict who could access and use it unless legally we had to. We will endeavour to provide you this within one month of receipt of the request. Occasionally it may take us longer than a month. In this case, we will notify you and keep you updated. To request a restriction on your personal data, please contact us at: [communicate.emma@gmail.com](mailto:communicate.emma@gmail.com)

### Request Data Portability

You may request for your data to be transferred to another company. As with Access Requests, due to legal reasons we will need to redact certain parts and retain a copy for ourselves. To request your data to be transferred to a third party, please contact us at: [communicate.emma@gmail.com](mailto:communicate.emma@gmail.com)

### Lodge a Complaint

If you were unhappy with the way we were processing your data then please contact us by post or email [communicate.emma@gmail.com](mailto:communicate.emma@gmail.com).

If your complaint is not resolved to your satisfaction, you can lodge a complaint to the Information Commissioners Office. Our number is ZA068217. The ICO can be contacted on 0303 123 1113.

### Updates to Our Privacy Notice

We may make changes to this Privacy Notice from time to time. We will update the Privacy Policy and we will publish on our website any new version of this Notice.