

## **North East Surrey Training**

### **Privacy Statement**

Your Privacy is important to us and in Compliance with the GDPR regulations NEST will keep all personal information safe and secure. We have put in place suitable physical, electronic and managerial procedures to ensure this.

#### ***What personal data do we collect and how do we use it?***

##### **Website:**

Our website does not contain cookies therefore no personal data is collected from visiting our website.

It does however contain links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

##### **Course organisers:**

NEST only take bookings from Company's where the course is run at a venue organised by that Company. We do not take bookings from individual learners.

Any personal information we collect is provided during the organisation, delivery and payment of the course, and is used only for this purpose (name of the venue and name, email address and contact number of the organiser).

##### **Sub contractors;**

The information we hold is provided by you for the purpose of payment of invoices and for contacting you to offer you work when it becomes available. It will not be used for any other purpose.

##### **Learners Privacy**

We do not organise courses for individual learners to attend at a venue organised by NEST.

For the purpose of GDPR all our regulated courses are registered and certified through NUCO Training, Qualsafe Awards and the RLSS. Personal data (name, date of birth, e-mail address, signature and assessment result) is collected during the course administration and assessment process and is on official course paperwork from these Companies. It is collected for the purpose of delivery, assessment and award, and is kept securely for the length of validity of the certificate or as stated in the relevant Company policy. As joint data controllers, NEST follow these Companies Learner Privacy Policy processing of Personal Data of learners, and in doing so, are covered by these Company's approach to GDPR. If you require any further information on their Privacy Policy, please refer to their website.

For any course that is certificated by NEST only, your name and signature will be collected when signing the register and will be used for the purpose of evidence of attendance and certification only. It will be kept securely and retained for the length of validity of the certificate.

**Controlling your personal information**

We will not share your personal information to third parties unless we have your permission or are required by law to do so.

Where consent to store personal data has been given, a request to see this personal data may be made at any time. If you have changed your details and wish your personal data records to be up dated please contact us as soon as possible using the details below. We will promptly correct them or ask you to contact the relevant awarding body who will make the appropriate amendments.

**Changes to this Policy-** please check regularly for updates. If we make any changes to the Policy that materially impact previously collected person information about you, we will make reasonable efforts to provide notice and obtain consent to any changes as required by law.

If you have any questions about this Policy or the way in which your personal information has been used please contact us using the details below:

North East Surrey Training, 47 Colborne Way, Worcester Park, Surrey, KT4 8LS or via email to [tina@northeastsurreytraining.co.uk](mailto:tina@northeastsurreytraining.co.uk)