

Privacy Policy and procedures

Your Personal Data:

What we need

Data-TrainingWorx Ltd will be what is known as the 'Controller' of the personal data you provide to us. We will only collect data that we need to enable us to work more effectively with you.

We only collect basic personal data about you which does not include any special types of information or electronic location-based information. Our billing process will record your details if you are a company or independent candidate.

This does however include name, address, email and contact number from our contact page on the website. We will combine this data with information we collect if you register. This may include:

- Number of Years' experience in a role;
- Current employer if your course is paid for by your employing organisation;
- Any experience you may have with relevant technologies.

This information helps us tailor training towards your needs.

Why we need it

We need to know your basic personal data in order to provide you with a training booking and delivery service in line with a training place contract and out terms and conditions.

We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we do with it

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union.

No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

If you are an employee and the company had funded your training, we may be requested to provide progress information and final completion status.

How long we keep it

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. If you are a company candidate your employer will hold that data in their invoices. If you are a private candidate, you will be invoiced as any commercial customer.

Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

What we would also like to do with it

We would however like to use your name and email address to inform you of our future offers and similar products. This information is not shared with third party organisations and you can unsubscribe at any time via phone, email or our website contact page. Please indicate on our contact form if this is something you would like to sign up to.

What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our team who will then investigate the matter. There is no charge or fee for this service.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

Data Subject Access Request procedure

Under the GDPR regulations, you can submit a **Data Subject Access Request** to us (DSAR). The procedure is:

- a. You will need to contact us on our email address at admin@data-trainingworx.co.uk
- b. Please ensure that you provide a contact email address and mobile number for us to contact you directly;
- c. We will then validate your identity;
- d. Once this is complete, within 30 days we will provide a listing of all information that we have on our systems.
- e. There is no charge for this service.
- f. We will ask you for an address to send the printed letter information.
- g. We will send a PDF copy by email.