

Web: www.scottishcivilstraining.co.uk

Contact: 07903 409055/6



PRIVACY POLICY – MAY 2018

SCTG are committed to protecting your privacy and ensuring that any information that we collect about you is never misused. We will never sell your information to any organisation.

This policy explains what information we collect, how and why we use it, how we keep it safe and what your rights are.

Any information you give to us will be processed by us in compliance with the provisions of the General Data Protection Regulation (GDPR).

We collect basic information about your company in order to attract funding from appropriate funding bodies.

In order to arrange training courses for your delegates we need to collect minimal personal details, usually names, dates of birth and national insurance numbers for delegates. We only collect the information we need to book places on training courses with carefully selected third parties.

If you are providing us with another individual's personal information then you should not do so unless you have received their expressed permission. Where you have provided information about somebody else, or where someone has disclosed information about you, we may add it to the information we already possess and it will be used as described in this Privacy Policy. It is unlikely we will have their address, and therefore you must provide them with a copy of this Privacy Policy so that they will know how their data is being used.

We will hold this information for approximately 5 years, after this time your information will be securely destroyed. Staff are trained and monitored on the management of personal data and are required to abide by the principles of the GDPR.

We take data protection very seriously and have a duty to ensure that all our data is properly protected and as such our IT infrastructure is designed to meet industry standards. Examples of the measures in place include: firewall protection, password protection and cyber security measures.

You have the right to:

- Ask for a copy of any information we hold about you
- Withdraw any consents you have given
- Lodge a complaint with us or the [Information Commissioner's Office](#) or with any other relevant supervisory authority about how we handle your personal data
- Ask us to correct any inaccurate or incomplete information we have about you
- Ask us to delete your information from our records
- Ask us to send a copy of your information to a third party in a data portable format.

We may amend this policy on occasion, in whole or part, at our sole discretion. You will be notified about any significant changes. The current version of the Privacy Policy is available on our website: www.scottishcivilstraining.co.uk