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**DATA PROTECTION PRIVACY NOTICE**

**Collecting Data**

As a delegate of the Buttons Training Academy, it is necessary for us to collect personal information about you. The majority of data we collect is for certification purposes such as names and email addresses.

Some data we collect requires you to give consent for us to do so. Where this is the case, you will be required to sign a consent form to ‘opt in’ and have the right to withdraw your consent at any time.

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes.

During the booking process and/or training sessions delegates will be asked to provide some or all of the following information.

* Full name
* Date of birth
* Home address
* Religion and nationality
* Telephone number(s)
* Photographs
* Names, contact numbers and addresses of your emergency contacts.
* Email address
* Medical conditions

During your training, we will also create other records which contain your personal data such as training registers, competency frameworks and our training database (please note this list is not exhaustive).

**Sharing information with others**

Our first aid training is accredited by Aid Training and so your data will be shared with them if you are taking this course. It may be necessary to share your data with any other third party, depending on which course you are. If this is the case you will be notified.

**Security**

We will keep data about you secure. We will protect your data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and tablets are password protected.

**Data retention**

We will hold information about you only for as long as is necessary. After this, we will dispose of it securely. Please see appendix i of our General Data Protection Regulation policy for more information.

**Access and correctness**

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong. This needs to be requested in writing.

**Our Commitment**

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where possible, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know what information we hold on you, where possible and legal to do so.

**General Data Protection Regulation (2018)**

We will comply with the General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy. We will do this through Buttons Training Academy GDPR policy and procedures. We will support you with any questions or problems that you may have with the Data Protection Act 1998, General Data Protection Regulation 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you may need.