

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 may contain email addresses to websites that may be of interest. We do not have any control over any of these websites. 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 do not have their own venue, and as such do not take bookings from individual learners. All courses are run at the venue provided by the course organiser. Any personal information we collect is provided during the organisation, delivery, and payment of the course, and is used only for this purpose.

Sub-contractors:

The information we hold is provided by the sub-contractor for the purpose of payment of invoices and for the offer of work when it becomes available. It will not be used for any other purpose without prior consent.

Learners' Privacy:

We do not have our own venue and therefore do not take bookings from individual learners.

For the purpose of GDPR, all our regulated courses are registered and certified through the relevant awarding organisation (Qualsafe Awards, NUCO training or the RLSS (Royal Lifesaving Society)). Personal data is collected during the course administration and assessment process and is on official course paperwork provided by these Companies.

Special Category Data is only collected if applying for a reasonable adjustment, and is data relating to health including any disabilities, medical conditions or learning needs. It will not be collected for any other reason. This is the same for any special consideration that may be applied for.

All information collected during the delivery of the course is 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 awarding organisation's policy. NEST also follow the Learner Privacy Policy of these awarding organisation for the processing of Personal Data of learners, and in doing so, are covered by their approach to GDPR. If you require any further information on their Privacy Policy, please refer to their website.

Controlling your personal information:

We will not share your personal information to anyone else without 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 updated, please contact us as soon as possible using the details below. We will correct these details within 1 month of your request, or, ask you to contact the relevant awarding organisation 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 personal 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:

Tina Marley
Tel 07801 263168
Email: tina@northeastsurreytraining.co.uk

You have the right to complain to the ICO if you feel there is a problem with the way we handle your data.