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Privacy Notice: Training Courses

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2	05/07/19	J. Giles	Updated to reflect changes to booking systems

Distribution

Name	Title
PUBLIC	Via NDS Website
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Approval

Name	Position	Signature	Date
J. Giles	CEO	J. GILES	05/07/19

Nottinghamshire Deaf Society – Privacy Notice: Training Courses

PUBLIC

This privacy notice tells you about the information we process about you when you enrol onto one of our training courses. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

1 Who are we?

We are **Nottinghamshire Deaf Society**. Our address is **22 Forest Road West, Nottingham, NG4 7EQ**. You can contact us by post at the above address, by email at nds@nottsdeaf.org.uk or by telephone on **+44 (0)115 970 0516**.

We are not required to have a Data Protection Officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

2 How do we use your personal data?

The following describes the different ways we collect and use data when you enrol onto one of our training courses.

When you enrol on one of our short courses we need you to provide your name, email address and a contact telephone number. This information is used to administrate the course.

When you enrol on one of our accredited courses we need you to provide a variety of information including your name, address, contact telephone or mobile number, email address and date of birth. This information is collected to be able to register you with the awarding body.

We also ask you to provide some extra information about your disabilities and whether you require any reasonable adjustments to support learning and assessments. We must ask your permission to record and use this information.

For courses which are accredited by an awarding body we are required to pass on your name, date of birth and information about any disabilities you may have to the awarding body. You should refer to the awarding body's privacy policy here: <https://www.signature.org.uk/data-commitment>

Your information will be kept for up to 3 years following your qualification, or withdrawal from the course.

Your information is stored in our order processing system which is based within the European Union. When you pay for orders online your details are passed to a third-party payment processor which is based in the EU. We do not store credit card details.

We do not use the information you provide to make any automated decisions that might affect you.

3 Your rights over your information

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate.

If you believe we are not using your information lawfully you can ask us to stop using it for a period of time. In some circumstances, you may have the right to ask us to erase your personal data.

To submit a request by email, post or telephone, please use the contact information provided above.

4 Your right to complain

If you have a complaint about our use of your information, we would prefer you to raise it with us in the first instance to give us the opportunity to put it right, but you can also contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF