

# *Notts Save A Life Ltd*

## **Privacy Statement:**

### **Personal Data Privacy**

Notts Save A Life Ltd are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your dealings with us, Terry Draycott is the Data Controller and is responsible for storing and processing that data in a fair, lawful, secure and transparent way.

### **What personal data we hold on you?**

You provide your personal data / information through a number of means including the Course return form, corresponding by phone, e-mail, when you elect to be included in our text service or mailing lists or participate in our discussion boards on the website or social media.

The information you give us may include your name, date of birth, address, e-mail address, phone number and gender. We may also record and use personal performance data as you progress towards achieving standards for your qualification.

### **Why we need your personal data**

The reason we need your personal data is to administer your qualification and enable the company to provide the services you are signing up for when you register with us. It also enables us to advise you when your qualification is due for renewal.

Our lawful basis for processing your personal data is that we have an obligation to you as a customer to provide the services you are registering for. Your explicit consent to process this data is requested at the point of collecting it.

### **Reasons we process your data include:**

- Processing of qualifications and production of certificates.
- Maintaining of record of candidates competency

### **Marketing and communications (where separate consent is provided) sending information about:**

- promotions and offers
- The company use the following social media pages: Facebook and Twitter.

All candidates are free to join these pages. If you join one of the Social Media pages, please note that the provider of the social media platform(s) have their own privacy policies and that the company do not accept any responsibility or liability for these policies.

### **How long we hold your personal data**

Any paper copies of personal data we hold on you will be securely destroyed after three years, or the expiry of the qualification, whichever is the soonest. Electronic data will be held for 6 years.

## **Your rights regarding your personal data**

As a data subject you have the right at any time to:

- Request access to, rectification or erasure of your personal data;
- restrict or object to certain kinds of processing, including direct marketing, the portability of your personal data;
- complain to the UK's data protection supervisory authority or the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the company. Should you choose not to we may not be able to participate in any of our activities.