

# Privacy Statement

## Introduction

This notice is to help you understand **how** and **why** we collect your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

## What is "personal information"?

Personal information is information that Adfecto holds about you and which identifies you.

This includes information such as your name, date of birth and address as well as things like school, school type and Local Authority.

## What we collect?

We collect information from when you apply for the programme. This data comes from the Serco application form you complete.

What information we collect

- **Identity data** - first name, maiden name, last name, title, date of birth
- **Contact data** – home address, school address, email addresses and telephone numbers
- **Academic information** – English and Maths GCSE or equivalent
- **Progress Logs** – On the job training log, coaching records and skills assessment

## Disclosure of Personal Information

We will only share your personal data with third parties where we are legally obliged to do so or for operational efficiency (e.g. dietary requirements) with a venue where you are attending an event. We require/expect all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third party providers to use your personal data for their own purposes and only permit them to process your data for specified purposes and in accordance with our instructions.

By registering with Adfecto you are giving consent for us to share your personal information with third parties where this is necessary for you to undertake the programme. Specifically, this includes:

- Serco
- ILM
- Your allocated facilitator and coach
- Venues for face to face events

We will not share any information with any third party which is not required by them to support your studies.

## Protecting your Personal Information

We have put in place appropriate security measures to prevent your data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal data to those employees who need to know.

We have procedures to deal with any personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

The transmission of information over the internet is not completely secure. We do our best to protect your personal data. Any data transmitted over the internet is at your own risk.

### **How long do we keep personal information?**

We only retain data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

Adfecto will retain some items of information for longer than others. The following information about participants will be kept for seven years: -

- Name
- Date of Birth
- Records of progress on the course, such as coaching records and assignment grades etc.

### **What decisions can you make about your information?**

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- **Rectification:** if information is incorrect you can ask us to correct it
- **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to
- **Deletion:** you can ask us to delete the information that we hold about you in certain circumstances. E.g where we no longer need the information
- **Portability:** you can request the transfer of your information to you or to a third party in a format that can be read by computer in certain circumstances
- **Restriction:** our use of information about you may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy
- **Object:** you may object to us using your information where:
  - a. the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest
  - b. we are using it for historical or scientific research purposes or archiving purposes

### **Further information and guidance**

This notice is to explain how we look after your personal information.

Please speak to the Adfecto office if:

- you would like to exercise any of your rights listed above



- you would like us to update the information we hold about you
- you would prefer that certain information is kept confidential

Adfecto has a **Data Protection Officer** who can be contacted by email ([dpo@romeroservices.co.uk](mailto:dpo@romeroservices.co.uk)). The Data Protection Officer monitors and advises on Adfecto's data protection compliance.

If you consider that we have not acted properly when using your personal information you can contact the **Information Commissioner's Office**: [ico.org.uk](http://ico.org.uk).