



PROMISE TRAINING CENTRE

Fair Processing Notice

Personal data

WHAT WE NEED

Promise Training Centre are known under GDPR Regulation as the 'Data Controller' and 'Data Processor' of the personal data that you provide us.

With your consent we will only collect personal data about you, which may include sensitive data that we collect for Equality and Diversity purposes (health or religious information) which will include your full name, address, email address, telephone number and eligibility information

WHY WE NEED IT

At Promise Training Centre we require your personal data to be able to

1. Provide employment or work
2. Provide our products and services

Which you have engaged with us to provide, If you failed to provide this information to us you would not be able to access any of our products or services or to secure employment or work with our organisation.

Promise Training can ensure you what we will not collect any personal data that is not required or we do not need in order to provide and oversee the services that you have requested

WHAT WE DO WITH IT

All the personal data that we hold about you will be processed by our Data controller and data officers who are a representation of Promise Training Centre.

For our clients who use our services for training purposes we will inform you that a Third party will have access to your personal data, this is a contractual requirement between Promise and the Contractor.

Promise Training can reassure that should any other Third party request personal data we will seek consent before providing this

All personal data will be kept securely



HOW LONG WE KEEP IT

As part of EU Regulations and various external agencies regulations we will keep your personal data for up to 6 years at which point it will be destroyed, unless we are requested to keep it longer for legal reasons.

For staff records personal data will be kept for at least 18months at which point it will be destroyed

Your personal data during this time will be kept safe and secure and protected against unauthorised access or unlawful processing and against accidental loss, destruction or damage

Promise Training will ensure that personal data is accurate and kept up to date

WHAT WE ALSO LIKE TO DO WITH IT

At times, Promise Training would like to send you information about our products and services by post or email