

Privacy Notice (Continuous Professional Development)

The categories of information that we collect, process, hold and share include:

- personal information (such as name, email, position)
- special categories of data including dietary requirements (medical information) and disabilities

Why we collect and use this information

We use data to:

- Deliver training to our customers
- To ensure we meet your dietary requirements when attending one of our day sessions
- To ensure we meet our obligations under the Equality Act to make reasonable adjustments for you to attend our training courses
- To enable us to invoice for training courses our customers attend

The lawful basis on which we process this information

We process this information under Article 6 (b) as we are entering into a contract to provide you training and Article 9 (2) (a) as you will consent to providing us with sensitive personal data.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold CPD Training data for the current year plus 2 years.

Who we share this information with

We routinely share this information with:

- our training venues who facilitate our training courses and provide you with refreshments and food
- our training facilitators
- our customers employers
- NCTL

Why we share your information

We do not share information about our customers with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact courses@ekla.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

courses@ekla.org.uk or write to: ECLA C/o Herne Infant School, Palmer Close, Herne, Herne Bay, CT6 7AH