

N-GAGED

Training

N-Gaged Training and Recruitment

Data Protection Policy

May 2016

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May 2016

Signed:



Managing Director

N-Gaged Training

Business privacy and data protection policy

This policy sets out how N-Gaged Training & Recruitment Ltd uses and protects any information that you give N-Gaged Training & Recruitment Ltd.

N-Gaged Training & Recruitment Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

This policy is effective from 1st August 2014.

The Data Protection Act 1998 governs the use of personal information through the eight data protection principles.

These principles require that personal information is:

- processed fairly and lawfully
- processed for limited purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than is necessary
- processed in line with the rights of individuals
- secure
- not transferred to other countries without adequate protection

The definition of **processing** is wide and covers virtually any action carried out on a computer. This includes obtaining, recording, holding, processing and analysing personal information.

What we collect

We may collect the following information:

- name and job title
- contact information including address and email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers
- level of educational attainment
- certificates of achievement
- identification documentation
- national insurance number

What we do with the information we gather

We require this information to ensure the colleges, the SFA, awarding organisations have the required information to be able to register and certificate your qualification. We also collect this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our training, qualifications and services.
- We may contact you by email, phone, fax or mail if additional information is required to ensure we can register and certificate your qualifications.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [email address]

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to The Beeches, Broomhill Road, Bristol, BS4 5RG.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.