



## General Data Protection Regulation / Privacy Policy - A3 Training Ltd.

### **Data protection - General**

In this policy, “personal information” or “personal data” means information about an identifiable individual who is subject to protection under the law in the jurisdiction in which you reside. In most cases, you provide us with your consent to use your personal data in accordance with this policy by providing us with the information described below.

If you choose to enquire, enroll or contract with A3 Training Ltd, then you will be requested to provide a range of information and data, including your contact details, gender, ethnic origin, occupation, employer, training requirement and more. We use this information to contact you about the services on our site in which you have expressed interest. We also use this information to meet the registration requirements of the Chartered Management Institute (CMI) our awarding body.

A3 Training Ltd will not share this information with any other third parties. Your details are safe with us and we will never share them with anyone else unless you authorise us to do so (such as the CMI qualification awarding body).

A3 Training Ltd does not collect any technical information as a result of you visiting our website (such as browser type, Internet service provider, platform type, internet protocol (IP) addresses, referring/exit pages, operating system, date/time stamp). Similarly we do not gather information through the use of cookies and other digital markers.

### **The General Data Protection Regulation (GDPR).**

#### **What is GDPR?**

GDPR is the biggest change in data protection laws for 20 years and comes into effect on 25 May 2018. GDPR significantly increases the obligations and responsibilities of organisations and businesses with regard to how they collect, use and protect personal data. At the heart of the new law is the requirement for organisations and businesses to be transparent about how they are obtaining, using and safeguarding personal data.

#### **What is the purpose of GDPR?**

The laws have been designed to give power back to citizens over how their data is processed and used. Under the new rules, individuals have the “right to be forgotten”, meaning they will be able to request that businesses delete their ‘no longer necessary or inaccurate’ personal data. The other important change is about consent to the use of an individual’s data - the guiding principle is that consent must be “freely given, specific, informed and unambiguous”. This means that there must be a positive ‘opt-in’ by you – consent cannot be inferred from silence, pre-ticked boxes or inactivity.

So, from 25th May 2018, our contact with you after you’ve finished working with us will be on an ‘opt-in’ basis.

### **Data Protection – Individual Learners**

- By enrolling on your Training Programme with A3 Training Ltd, you give us permission to hold and share your personal details and work you submit to us for assessment with our Awarding Body\*, the (CMI), and associated Regulatory Bodies who audit the awarding bodies. This is to enable them to fulfil their accreditation and quality control processes.
- We will **not** share your data with any other third party.
- We will also use your data to enable us to maintain contact with you and disseminate relevant information required to fulfil your learning programme with us.
- Your data will be stored and backed up in our secure, password protected Dropbox folders. We will retain your data for a period of 3 years after completion or termination of your studies and then ask you if you wish to stay in touch with A3 Training Ltd. If you do not then all data will be deleted permanently from our system.
- If we are informed of a data breach we will inform the Information Commissioners Office and you if your data is involved within 72 hours.
- If at any time you wish to request details of the information we have stored about you and how it is being used, or you have a complaint, please contact our data controller:  
Terry Mills – [terry.a3training@outlook.com](mailto:terry.a3training@outlook.com)

### **Data Protection – Companies and Organisations**

In addition to any of the above criteria that may apply to staff within your company or organisation, A3 Training Ltd will retain all necessary details for the purposes of contracting, invoicing and payment. At the end of any such engagement we will contact you to ask if you wish to 'opt-in' and maintain contact. If you do not wish to 'opt-in' all your records will be deleted.

**Please note** that given the nature of the internet, data transmitted over our sites or by email is not completely secure from unauthorised access or misuse although we take all reasonable steps to maintain cyber security.

### **Removal of personal or company details**

You may request removal of personal information, data or company details from our records at any time. We may however retain certain details on our internal systems for the purposes of maintaining records of our dealings with you, such as invoice/payment information.

### **\* Retention of records CMI requirements**

As a CMI Approved Centre we are required to maintain records, programme and Learner details, relating to each CMI qualification, for a minimum period of **three** years and to make them available to CMI for the purposes of resolving any issues arising from external verification or appeals. Such records must be made available to the Regulatory Authorities upon request.

These must include:

- |                   |                                 |
|-------------------|---------------------------------|
| ➤ Learner name    | ➤ Assessor's name(s)            |
| ➤ Date of birth   | ➤ Internal Verifier's name(s)   |
| ➤ Contact address | ➤ Date of registration with CMI |

Thank you for choosing A3 Training Ltd and for reading this policy.