

BESA Group Data Privacy Notice

Organisation: BESA Training
Service: Apprenticeships and Short Courses

This privacy register tells you about the personal data we collect and the associated processing activities relevant to delivering this service.

Our role in processing your data

Data Controller – we have overall responsibility for your personal data.

About the personal data we hold

The main categories of personal data we hold about you are as follows:

- Title, Name, Address, Photo, Signature
- NI Number, Gender, DOB, Contact Details
- Education and Employer Details

Sensitive Personal Data

The special categories of sensitive personal data that we hold about you are as follows:

- For the purposes of equality monitoring and reporting, you may be asked to consent to providing information about ethnicity, religion, sexuality, disability.

Why we are capturing your data

We capture your data so we can undertake the following processing activity:

- Managing delivery of apprenticeships and short courses.
- Sign-up, registration and enrolment (application and interview).
- Vacancy matching with Employers.
- On-course management, assessment, tracking and reporting.
- Reporting to government agencies and funding agencies.
- Applications and recommendations for certification forms
- Document Archiving
- Regulatory Activity and Reporting

Automated decision making and profiling

There isn't any automated decision making or profiling undertaken within the scope of our processing activity.

Our legal basis for processing your data

We need a clear legal basis for capturing and processing your data. For this service this is:

- Contractual – some of the services we provide is defined by a service agreement or contract.
- Consent – you may request and consent to specific services or processing activity.

Other legitimate interests

There is a legitimate interest in sharing your data within the BESA Group for the purposes of:

- Utilising IT systems for processing activity.
- Utilising financial services for processing activity.

Who we share your data with

To deliver this service, your data might be shared with the following types of organisation.

- Archiving Facilities
- Legal Services (Solicitors & Lawyers)
- Auditors
- Industry regulatory bodies
- BESA Training Software System
- Card and certificate producers
- Employers
- Colleges
- Training Providers

Sending your data outside the EU / EEA

Personal data is not transferred to a third-party outside of the European Union or European Economic Area.

Our criteria for retaining your data

The personal data will be retained for the necessary time required to deliver this service and in line with relevant legislation for data retention. Specifically, we are required to keep data for six years for the purpose of audit and compliance. Please note this is currently under review.

Consequences of not giving us your data

By not providing the required information, we may not be able to deliver the required service.

Your rights

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **Right of access**
You have the right to request a copy of the information that we hold about you.
- **Right of rectification**
You have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten**
In some circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restrict processing**
Where certain conditions apply to have a right to restrict the processing.
- **Right of portability**
You have the right to have the data we hold about you transferred to another organisation.
- **Right to object**
You have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling**
You also have the right to object to the legal effects of automated processing or profiling.

Your consent

By consenting to this privacy notice you are giving us permission to process your personal data for the purposes identified. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used. You may withdraw consent at any time.

If you have a complaint

Should you wish to complain about how your data is being handled, in the first instance please contact the GDPR Owner specified below. If your complaint is not handled to your satisfaction, you also have the right to raise your concerns with the relevant supervisory authority.

Details of the data controller

GDPR Owner
BESA Group
Old Mansion House
Eamont Bridge
Penrith
CA10 2BX

The supervisory authority for data protection

Supervisory Authority: Information Commissioner's Officer (ICO)
Website: <http://ico.org.uk>
Telephone: 0303 1231113