



Privacy Notice Information for Learners Enrolling onto Accredited Qualifications.

The data that you have provided on your Learner Enrolment form will be retained by

Just Training (East Midlands) Limited
First Floor, 31 Saffron Road, South Wigston, Leicester LE18 4TD

How your data will be shared

- Via uploading to the relevant Awarding Organisations portal for the purpose of registering you against the qualification and for claiming certification
- With relevant Quality Assurance Personnel for quality assurance of qualifications, in line with statutory requirements of Ofqual in the UK.
- With any law enforcement representatives who have a legal right and the correct documentation to request your information from us.

The format your data will be stored in and how it will be stored

Your data will be stored in paperbased format on documents such as course registers and enrolment forms at Just Training (East Midlands) Limited. Paperbased documents are stored in a separate room at our premises in locked filing cabinets. Access is granted to those who require to process your documentation.

For those completing accredited qualifications with us, your data will also be transmitted in electronic format to the relevant Awarding Organisations portal for registering you against an award and for claiming certification.

Your data may also be held on our Delegate Database system, if your qualification has a renewal requirement so that advisory renewal notices can be issued to you.

What data we hold

We will hold the minimum data required by Awarding Organisations and will not collect any further data that the statutory requirements to register you for a qualification. This data is required to uniquely identify you as the Learner, and to enable you to obtain copy certification in the future, if required. This will generally be

- Your first, middle and family name
- Date of Birth – used to uniquely identify you from someone with the same name, and to confirm you are the minimum age required to complete a qualification.
- Your employer, at the time of your enrolment
- Your Unique Learner Number, if you have one and have supplied it.
- An Address to forward your certificate to, if it is not the Employer who booked the course.
- A contact telephone number – used only to contact you for learning support reasons
- A contact email address – used to inform you of certification or for learner support reasons or to advise you of a forthcoming expiry date.
- Your Driving Licence No, only if required for the course, otherwise this will not be collected.

- The qualifications you have undertaken with us.

What data we will not hold

- Specific gender identification
- Specific ethnicity identification
- Any learning support needs
- Any kind of payment method details.
- Any other kind of sensitive personal data that could be used to make discriminatory assumptions with.

Data Analysis

We do not carry out any data analysis on learners personal data held by ourselves.

How to obtain information about the data we hold for you.

You can apply to us at any time via letter or email to request information on any data we hold for you, or to rectify or amend any data that we hold for you. There are no charges for this information to be sent to you.

Please write to :

Andrea Speak
Just Training (East Midlands) Limited
First Floor, 31 Saffron Road,
Leicester
LE18 4TD

Or Email

info@just-training.co.uk

We will provide the relevant information within 14 days of your enquiry.

How Long your data will be held for

Your data will be held by Just Training (East Midlands) Limited for the minimum requirements of each Awarding Organisation in line with the statutory requirements imposed upon ourselves. In general this will be 3 years for all accredited courses, but may be 4 years for certain qualifications. You will be told at the beginning of each course how long your data will be held for.

Most Awarding Organisations will hold your data for a period of approximately 50 -100 years, dependent upon the qualification, in order that you can seek copies of your certification at any time in the future if you lose your certificate.

Requesting deletion of your personal data.

We cannot delete your personal data within any statutory required timescales that are imposed upon us to hold your data for the purpose of Quality Audits by the Awarding Organisation.

However you can request that as soon as those statutory timescales have been achieved, that we destroy your data. To request data destruction, please contact us via letter or email, as per above.

How your data will be destroyed

- Paper based documents will be shredded with a Level 5 Security Cross Cut Shredder
- Where documents are not able to be shredded, this information will be sent for Confidential Waste Disposal with MAG Commercial Services in Leicester.
- Electronic data will be permanently deleted from our Delegate database

Security of your data

Electronic data.

We do not operate a server based system, or use any kind of Cloud Storage facility. All of our electronic data is processed and stored via an independent network system within Just Trainings premises. Electronic data is held on a shared drive, that has restricted access to key personnel, via secure log-ins.

Just Training uses high end security software which proactively protects our system from unauthorised access and attacks.

Our network system is not an open public system, and only authorised electronic devices are granted access.

Our backup system is an independent hard-drive that is stored off site.

Paper-based data

We have a separate Student Record room, which is locked and contains locked filing cabinets. Only authorised personnel have access to this room and the data within it.

Data Breach Protocols

In the event that we suffer any kind of data-breach where your personal data would have been compromised, you will be notified within 7 days of the breach, by telephone, email or letter.

Our risk rating for breach of data is - LOW

External Data Sources

Just Training (East Midlands) Limited, do not contract out any data analysis or storage systems.

The person responsible for controlling your data is :

Andrea Speak – Managing Director.

**Just Training (East Midlands) Limited
First Floor
31 Saffron Road
South Wigston
Leicestershire
LE18 4TD**

