



## **GDPR Privacy Statement – Hampshire Training Providers Ltd**

As a training provider it is necessary to hold and retain personal information on our clients and their employees and our instructors in order to process their details for course availability, enquiries, bookings and payments, changes in relevant legislation and certificates.

We hold names, addresses, date of births, phone numbers, email addresses. For instructors and contractors these details plus bank account & insurance information.

Under the GDPR the lawful bases for this information being held are:  
Daily administration and maintaining training records: Legitimate interests  
Processing of certificates/accreditations, accounts, insurance: Legal obligation

All details are kept in locked filing cabinets and stored on computers which have strong passwords.  
In order to organise training and meet legal obligations details are given to relevant third parties: course instructors and trainees, proprietors of venues, certification bodies, our accountant & insurance company.

We use a third party provider, Mailchimp, for storing your data for communicating with you by newsletter, we also use a third party provider, Wordpress, for our website which uses cookies. Your data is stored on these platforms which comply with the GDPR regulations.

We will only hold personal data for as long as we are legally obliged to do so. Where funded training has been taken this will be in excess of 25 years from the date of the training under the requirement of EU funding.

If you would like to see our full GDPR policy and/or require more information on how we process and store your details please contact our Data Protection Officer: Kate Bartlett Mobile 07977 608769 Email [kate@hampshire-training.co.uk](mailto:kate@hampshire-training.co.uk).

The Information Commission's Office (ICO) registration reference for Hampshire Training Providers Limited is Z3187353. For more information about the GDPR and your rights please refer to the Government's website. Under the GDPR you have a right to lodge a complaint with the ICO.

It is a requirement under GDPR we have your consent to hold your details. If this is acceptable please complete the form below and return it to [info@hampshire-training.co.uk](mailto:info@hampshire-training.co.uk) or to the address below. Should you not want us to hold your details please contact Kate as soon as possible.

I/We hereby give Hampshire Training Providers Ltd permission to use the personal information I/we have provided for the purposes of administration detailed in Hampshire Training Providers Ltd Privacy Statement (forming part of GDPR Policy)

Business Name:

Tel number:

Mobile number:

Email:

Name/s:

Signature/s:

Date:

It is your right under the General Data Protection Regulation to withdraw your consent at any time. Should you wish to do so please contact Kate Bartlett - details above.

Privacy Statement GDPR May 2018

**H A M P S H I R E   T R A I N I N G   P R O V I D E R S   L I M I T E D**

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