

PRIVACY NOTICE – DELEGATES

Why we need your data

Lighthouse (Training & Development) LTD will be known as the 'controller' of the personal data you provide to us. Lighthouse (Training & Development) LTD have a legal obligation to collect the personal data and also provide this data to third parties these include; Education Skills Funding Agency, Awarding Body of your qualification. Third Party privacy notices are attached.

What do we need

In order to satisfy the legal obligation for the funding of your qualification we must collect – basic personal data and also sensitive personal data including ethnic origin and data concerning health.

Without your personal data we will not be able to process your application or registration for funding for your qualification which we require for the duration of the retention of data period.

What we do with it

Your personal data will be processed and controlled within the UK

We have a Data Protection Compliance Management programme which is in place to protect personal data. This includes updating data subjects regarding the storage and sharing of their personal data and where required additional permissions to do so.

How long do we keep it

Your personal data will be retained for the duration of your learning program, and then for 3 years to satisfy any third party auditing requirements. After this time your personal data will be deleted by the controller.

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Director who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO)

Your Rights

Right of Access

Individuals have the right to their personal data records, this includes – confirmation that their data is being processed, access to their personal data and other supplementary information (Article 15 GDPR)

Data subjects have the right to access their information free of charge; this is subject to one transaction and own use of the information. If the data subject makes multiple (more than two) requests for their personal data or requires information from a sub-processor this will be charged at £150 per hour.

On receipt of the data subject's request for access to their personal data Lighthouse (Training and Development) LTD will respond to the receipt of the request within 14 working days and issue the information within 30 days; Lighthouse (Training and Development) LTD are able to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform the individual within one month of the receipt of the request and explain why the extension is necessary.

Data Subject information will be handed to the individual by the Lighthouse (Training and Development) LTD representative that has validated the identity of the data subject through enrolment.

Right to Rectification

Individuals have the right to rectify any inaccuracies of their personal data records. If the data amended is required due to the lawful basis to be passed to a third party the individual will be informed prior to any changes being made.

Any changes to the individual's personal data will be completed within 30 days of receipt of request

Right to Erase

Legal Obligation
Processing data subjects receiving Government Funded Training
Data Controller
<p>Due to the lawful basis of the collection of information of legal obligation the right to erase doesn't apply other than if completed in error by Lighthouse (Training and Development) LTD</p> <p>For those data subjects that are completing Government Funded Training – legal obligation – right to erase will only apply prior to the information being passed to the Data Controller ESFA.</p>

Right to Restrict Processing

Lighthouse (Training and Development) LTD are required to restrict the processing of personal data in the following circumstances:

- Where an individual contests the accuracy of the personal data, we shall restrict the processing until we have verified the accuracy of the personal data.
- When processing is unlawful and the individual opposes erasure and requests restriction instead.
- If we no longer need the personal data but the individual requires the data to establish, exercise or defend a legal claim.
- If we have disclosed the personal data in question to third parties, we shall inform them about the restriction on the processing of the personal data, unless it is impossible or involves disproportionate effort to do so.
- We shall inform individuals when you decide to lift a restriction on processing.

Lighthouse (Training and Development) LTD has reviewed procedures to determine where we may be required to restrict the processing of personal data. The Data Inventory identifies the retention of data.

Right to Data Portability

Data subjects have the right to obtain and use their personal data for their own purposes across different services.

Lighthouse (Training and Development) LTD will on receipt of a request to individual subject data produce the required data in a CSV form within 30 days of request.

Please see right to access information for cost and timeframe exemptions.

Right to Object

Legal Obligation
Processing data subjects receiving Government Funded Training
Data Controller
Right to Object – delegates are given the privacy notice prior to request for personal data. If at this point the delegate does object they cannot access Government Funded Training

Rights in relation to automated decision making and profiling

In compliance with the Data Controller ESFA they may contact you to complete surveys and responses however this is within the Privacy Statement to not consent to this contact. During and at the end of delegate programmes destination data will be captured and Data subject information used for profiling delivery.