

GDPR Compliant Privacy Notice – Commercial Training

GEM Partnership Ltd is a training and recruitment business which provides commercial training to learners and employers. GEM Partnership Ltd must process personal data (including sensitive personal data) so that it can provide these services. GEM Partnership Ltd uses and protects any information that you provide during your programme of learning. GEM Partnership Ltd is committed to ensuring that your privacy is protected.

For the purposes of providing training services and/or information relating to further training relevant to you we will only use your personal data in accordance with the terms of the following statement.

Purpose of processing and legal basis

GEM Partnership Ltd will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with training services.

The legal basis we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Contractual obligation

Consent

We will clearly obtain your consent for the processing of personal and or sensitive personal data. This will be freely given, specific, informed, unambiguous and we will make it easy for you to withdraw that consent in the future if required. Please contact GEM Partnership Ltd, 2 Cook Way, North West Ind Est, Peterlee, SR8 2HY or e-mail Amy Dudley at training@gempartnership.com

Legitimate interest

Where GEM Partnership Ltd has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Providing training services to delegates as such collecting data to enable delegates to progress with their chosen qualification or training pathway.

Statutory/contractual requirement

Your personal data may be required by the awarding organisations for the purposes of registration and certification.

What information do we gather?

Personal data

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address
- Qualification files and completed work within portfolios

Sensitive personal data

- Disability/health condition to support your learning needs
- Ethnicity

How we collect your personal information

We collect your personal information where we have an obligation to do so and to enable us to carry out the functions of the awarding organisations in line with your qualification.

Personal information is provided directly by you:

- face to face
- over the telephone
- as part of enrolment paperwork
- on programme, i.e. registers
- completion of surveys and feedback forms

- via websites or subscription to our mailings
- in emails

How we share your personal information

We may share your personal information with other services run by the ESFA, other parts of the DfE, and partner organisations, where the law allows it or we have a contractual obligation to do so:

- with employers for the purposes of:
 - administration
 - provision of career and other guidance
 - statistical and research purposes, relating to education, training, employment and well-being prevention or detection of crime
- with PICS LMS system for recording
- with awarding bodies for registrations relating to your qualification

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

How long we will store your data

We will hold information for as long as required to complete certification and registration of your programme, this is 3 years in line with awarding body requirements.

GEM Training refer you to the data retention policy should you require further information - www.gempartnership.com/data_retention.

If we are processing your personal information using your consent, you can withdraw your consent at any time. please contact GEM Partnership Ltd, 2 Cook Way, North West Ind Est, Peterlee, SR8 2HY or e-mail Amy Dudley, Compliance Manager at training@gempartnership.com

Your Data and Your Rights

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- to withdraw consent to any further processing

Contacting us about your information

If you would like:

- more information about how we process your personal information or your data protection rights
- to make a request about your information – for example to request a copy of your information or to ask for your information to be changed
- Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent

Please contact GEM Partnership Ltd 2 Cook Way, North West Ind Est, Peterlee, SR8 2HY or e-mail Amy Dudley, Compliance Manager, at training@gempartnership.com OR 0191 5872999.

You also have the right to complain to the Information Commissioner's Office. Find out on their website how to <https://ico.org.uk/make-a-complaint>