

## **LEARN Training Participant Privacy Notice**

We need some information about you to fulfil our training agreement with you; without this information, we won't be able to provide you with training. We'll keep information about how to contact you, your place of work if you have one, the local authority area where you live or work, if you have any access requirements and if you attended the training or not. We usually ask you for this information, but sometimes your register of interest in the training might come from elsewhere, for example our Volunteer Co-ordinator, another organisation you are involved with, or your line manager. Your information will only be seen by people who need to see it as part of their work, although we may sometimes have to pass on information if we believe you or another person might be at risk – for more information about this, please ask one of the LEARN staff for a copy of our Confidentiality Policy. We'll keep your information for no longer than 30 calendar days after the course is completed and then it will be destroyed.

You have the following rights about your information:

- the right of access – e.g. to ask for a copy;
- the right to rectification – e.g. to ask us to correct mistakes;
- the right to erasure – e.g. to ask us to destroy it if you tell us you are no longer attending the training;
- the right to restrict processing – e.g. to ask us to stop using it for a period of time if you think we are doing something wrong;
- the right to raise concerns with the Information Commissioner's Office (ICO) if you think we are doing something wrong. ICO website: [ico.org.uk](http://ico.org.uk)

You can speak to one of the LEARN staff about any of these rights, or for more details about how we manage information, please ask one of the LEARN staff for a copy of our Data Protection policy.

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