

## **Steps Training Privacy Notice**

Steps Training is committed to your privacy. This privacy notice explains how we use any information we collect about you when you use the web form.

We strictly adhere to the provisions of the Privacy and Electronic Communications (EC) Directives Regulations 2003 and be compliant with the EU General Data Protection Regulation (GDPR), which came into force on 25<sup>th</sup> May 2018.

The GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

For further information in these rights you can contact the ICO via their website [www.ico.org.uk](http://www.ico.org.uk)

Our privacy notice sets out what personal information we will collect from you, how we collect personal information from you, or how you provide us with personal information, which will be processed by us, and how we store the information.

### **What personal information we collect from you**

When you subscribe to our email, we will ask you to provide certain personal information, for example:

- your name; and
- your email address
- name of organisation.

### **How we collect and use information we receive from you**

We require the information we collect and, if you agree, to be able to send you our training information, charity events and newsletters via email.



By submitting this information via our web form, this is considered your consent for us to process your personal data in accordance with our privacy notice (which may be amended from time to time), and this is the legal basis we are relying on to do so.

You have choices about how we use your personal information to communicate with you, to send you marketing information, and if you have consented to receive marketing, you may opt out at a later date.

### **How we store the information**

We will store this data electronically.

Your information will be stored by a third party data processor, MailChimp, whose servers are located in the US, you can read their privacy information: [here](#).

### **Ways you can access, control, and correct your personal information**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address: [info@steps-training.co.uk](mailto:info@steps-training.co.uk).

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **How we might share your personal information**

We do not share your personal information

### **How long we keep your personal information**

We retain your personal information for as long as necessary to provide the Services you have requested

### **How we protect your Personal Information**

We protect your personal information using technical and administrative security measures to reduce the risks of loss, misuse, unauthorised access, disclosure and alteration. Some of the safeguards we use are firewalls and data encryption, physical access controls to our data, and information access authorisation controls.

### **Data Controller**

Our Data Controller is responsible for the collection, use, disclosure, retention and protection of your personal information in accordance with our privacy notice, as well as any applicable national laws.



### **Contact Us**

If you have a question or a complaint about this privacy notice, or our information handling practices, you can contact Steps Training.