

# Alban Education Privacy Notice

## **Our contact details:**

Name: Alban Education

Address: Sandringham School, The Ridgeway, St. Albans AL3 5QT

Phone Number: 01727 799560

E-mail: [cpd@albaneducation.co.uk](mailto:cpd@albaneducation.co.uk)

## **The type of personal information we collect**

We currently collect the following data during our course booking processes:

- Personal identifiers including but not limited to Full Name, Organisation, Email address and Job Title.
- Occasionally Teacher reference number

## **How we get the personal information and why we have it**

We process personal data provided to us directly by you for the following purposes:

- As part of course bookings with Alban Education.
- For the purpose of sharing activities that you may have a legitimate interest in through our newsletter.

We use your information, from yourself and third parties, both for the following reasons:

- To subscribe users to our service or publications, including event invites and product or services marketing.
- To provide us with feedback.

## **Sharing your information**

We may share this information with the following:

- Facilitators leading our training programmes.
- Training venues for the purposes of attendance records.
- Subject network delegates as and when agreed.

## Lawful Bases

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing different types of information are:

- (a) Your consent. Consent can be withdrawn at any time. You can do this by contacting ***cpd@albaneducation.co.uk***
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

To see which data is held under which legal basis, please ask to view our data asset register by contacting ***laura.lusardi@albantsh.co.uk***.

Where the legal basis for processing is consent, for example direct marketing, you can withdraw your consent at any time, and we will cease to process the information further. Consent must be given on an opt-in basis, and it must be made clear at the point of giving consent that you can withdraw consent freely.

## Special Category Data

From time to time, we may process special category data, which under UK GDPR is defined as:

- Personal data revealing racial or ethnic origin.
- Personal data revealing political opinions.
- Personal data revealing religious or philosophical beliefs.
- Personal data revealing trade union membership.
- genetic data.
- Biometric data (where used for identification purposes).
- Data concerning health.
- Data concerning a person's sex life; and
- Data concerning a person's sexual orientation

If special category data is processed, then we will ensure that this is processed lawfully, fairly, and transparently complying with all the other principles and

requirements of the UK GDPR, which also includes meeting one of the specific conditions in Article 9 of the UK GDPR.

## **How we store your personal information**

Your information is securely stored. We store all information in a cloud-based management information system. Access to your data is restricted, with limited staff having access. We hold your data in line with our data protection policy found [here](#).

## **Your data protection rights**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information. You can do this by submitting a Subject Access Request (SAR).
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you make a request, we have one month to respond to you. If the request is deemed complex, we may extend the deadline by up to a further two months; you will be informed promptly if this is the case.

Please contact us at [cpd@albaneducation.co.uk](mailto:cpd@albaneducation.co.uk) or in writing to **Alban Education, Sandringham School, St. Albans Herts AL4 9NX** if you wish to make a request. We will respond to SARs in line with regulations within one month from when the identity of the requester has been confirmed. For more information regarding SARs, please see our Data Protection Policy [here](#).

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at **Alban Education, Sandringham School, The Ridgeway, St. Albans AL4 9NX.**

You can also complain to the ICO if you are unhappy with how we have used your data.

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## Alban Education makes every effort to ensure the security of transmissions on our systems

Data transmissions over the internet cannot be guaranteed to be totally secure and can be intercepted and if they contain confidential details they may become known to third parties. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us.

You agree that any information transmitted or received via e-mail or on the internet is undertaken at your own risk.

## Cookies

Cookies are small pieces of information that are sent from a web server to a web browser. The purpose of this is to enable the server to collect information from the browser. You can find out how cookies work by visiting the following website: <http://www.cookiecentral.com>.

Alban Education uses cookies for a number of purposes including to enable us to simplify the logging on process for registered users, to help ensure the security and authenticity of registered users and to enable traffic monitoring.

Non-registered visitors of the site are sent anonymous cookies to keep track of their browsing patterns and build up a demographic profile.

## **Data Gathering and Dissemination**

When you contact us by email we will ask you to provide certain data such as your contact details. We may collect additional information in connection with your participation in any promotions or competitions offered by Alban Education and information you provide when giving us feedback or completing forms.

We may store this data and use it to contact you by email or post about goods, services or events which we believe may be of interest to you. You may at any time inform us that you no longer wish to receive communications from us. We will also pass on data when required to do so by law.

We also monitor traffic patterns and site use. To enable us to monitor and improve this website, we may gather certain information about you when you visit, including but not limited to the following:

- Details of your operating system
- Browser version
- Domain name and IP address
- The website you visited from

We will only use any information we hold on you lawfully in accordance with the terms of the Data Protection Act 1998. We will disclose to you, on written request and payment of a small fee, what information we have on our systems relating to you, how we use it and give you the opportunity to review and make any necessary corrections.

We don't sell or reveal your details to any organisations outside of the school for their marketing purposes without your prior consent.