



ECTA Organisation Privacy Notice

ECTA
Unit 10
Newby Road Industrial Estate
Hazel Grove
Stockport
SK7 5DA
info@ectatraining.co.uk
T: 0161 480 5656

Our contact details

Greendale Ltd t/a ECTA
Unit 10
Newby Road Industrial Estate
Hazel Grove
Stockport
SK7 5DA
info@ectatraining.co.uk
T: 0161 480 5656
Data Protection Officer: Kerry-Anne Berry

What type of information we have

We hold only relevant information for your course:

- name,
- address,
- telephone,
- email,
- Date of Birth (if relevant),
- Ethnicity (if relevant),
- any known disability (if relevant),
- Learners employer details (if relevant),
- National Insurance Number (if relevant),
- Unique Learner Reference number (if relevant)
- Driving Licence or Passport number (if relevant – only for accredited qualifications or apprentices), qualification certificates (if relevant),
- Passport sized photographs (if relevant)

How we get the information and why we do we have it

We collect the information from any enquiries you make and forms you fill in for courses. We are legally obliged by our contractors to hold your information due to contractual obligation.

If we collect your information for the courses, we rely on your consent to process this information. If you wish to withdraw your consent for ECTA to use your information, please contact us at info@ectatraining.co.uk or phone 0161 480 5656

What we do with the information

We use the information to report to our funders, awarding bodies and regulators and we ask for your consent before we process the information and share it. We only share information required for the purposes of receiving funding, certification and inspection. We do not transfer your information outside the EU

How we store your information

We store your information in filing cabinets and secure databases. We keep the information as long as legally stipulated. If you require to know how long your information is stored for a specific course please contact info@ectatraining.co.uk T: 0161 480 5656 as the length of time depends on the course you attend.

We destroy the information when the legal length of time has expired and destroy it through shredding or with IT purging from the system.

Your data protection rights

ECTA would make you fully aware of all your data protection rights. Every User is entitled to the following:

The right to access- You have the right to request ECTA for copies of your personal data.

The right to rectification- You have the right that ECTA correct any information you believe is inaccurate. You also have the right to request ECTA to complete information you believe is incomplete

The right to erasure- You have the right to request that ECTA erase your personal data, under certain conditions

The right to restrict processing- You have the right to request that ECTA restrict the processing of your personal data under certain conditions

You have the right to data portability -You have the right to request that ECTA transfer the data that we collected to another organisation, or directly to you, under certain circumstances

If you make a request we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email admin@ectatraining.co.uk

Call Us at: 0161 480 5656

How to Complain

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How to complain

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

We are registered with the Information Commissioner. Our registration number is: **Z9182310**

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113