

Privacy Notice

Our contact details:

Name: All Electrical Training Ltd

Address: Harris House, The Pinnacles, Harlow, Essex CM19 5AN

Phone Number: 01279 433321

E-mail: admin@tradecentretraining.com

The type of personal information we collect:

We currently collect and process the following information:

- name and contact details.
- Information provided by you on an enrolment form.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Enrolling on a training course
- Taking an exam with us

We use the information that you have given us in order to:

- Contact you in relation to courses and exams you are undertaking with us.
- Register you with awarding bodies, e.g. City & Guilds

We may share this information with

- City & Guilds
- NET
- Other Awarding Bodies

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

(a) Your consent. You can remove your consent at any time. You can do this by contacting Colin Harris or by completing our Individual Rights form.

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored on our encrypted computers or in locked filing cabinets with only authorised access.

We keep details for three years. We will then dispose of your information by permanent erasure or by securely shredding paper copies.

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.

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 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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin@tradecentretraining.com or by post (address above) if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us.

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

The ICO's 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>