



MAGNUM OPUS TRAINING

ALTERNATIVE EDUCATION

GDPR, Data Protection & Privacy Policy

Last Review Date: September 2024

Next Review Data: September 2025

Signed:

A handwritten signature in grey ink, appearing to be 'S King', with a long horizontal flourish extending to the right.

Mr S King

Education Director

1. Privacy Statement

At Magnum Opus Training, we are committed to protecting your personal data and your privacy. This policy explains how we collect, use, and protect your information in compliance with the General Data Protection Regulation (GDPR).

2. Data Controller

Magnum Opus Training is the data controller for the personal data we process. The person responsible for ensuring data protection processes are followed is the Education Director. Our contact details are:

- Email: scottking@magnumopustraining.com

3. Personal Data We Collect

We may collect the following types of personal data:

- Name
- Contact details (email, phone number, address)
- Payment information
- Professional information (e.g., job title, employer)
- Any other information you provide to us

4. Purpose of Data Processing

We process your personal data for the following purposes:

- To provide training services
- To communicate with you regarding your training
- To process payments
- To comply with legal obligations
- To improve our services

5. Legal Basis for Processing

We process personal data based on the following legal grounds:

- Consent: When you provide us with your information voluntarily.
- Contractual necessity: To fulfill our obligations to you under a contract.
- Legal obligation: To comply with applicable laws.

- Legitimate interests: To enhance our services and user experience.

6. Data Retention

We will retain your personal data only for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Certification and course related data such as unit completion work will be retained for 5 years from the registration date of the learner.

7. Data Security

We implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk of processing your personal data.

8. Data Breach Procedures

In the event of a data breach, we will:

- Notify the ICO [Information Commissioners Office] within 72 hours of becoming aware of the breach, if required by law.
- Inform affected individuals without undue delay if the breach poses a high risk to their rights and freedoms.
- Take all necessary measures to mitigate any potential damage and prevent future breaches.

9. Your Rights

Under the GDPR, you have the following rights:

- Right to access: Request access to your personal data.
- Right to rectification: Request correction of your personal data if it is inaccurate or incomplete.
- Right to erasure: Request deletion of your personal data under certain conditions.
- Right to restrict processing: Request that we limit the processing of your personal data.
- Right to data portability: Request transfer of your personal data to another service provider.
- Right to object: Object to the processing of your personal data in certain circumstances.

10. Changes to This Policy

We may update this policy from time to time. Any changes will be posted on our website, and we encourage you to review them periodically.

11. Contact Us

If you have any questions or concerns about this policy or our data practices, please contact us at:

- Email: office@magnumopustraining.com