

# **Privacy Notice**

Company: Learn2Rescue

Jurisdiction: United Kingdom (UK GDPR + DPA 2018)

### 1. Purpose

We collect and process personal data of clients for the purpose of managing their training certificates, including contacting clients when renewals are due.

#### 2. Data We Process

We process the following Personal Data categories: name, email, phone number, address and certificate details.

### 3. Legal Basis

Our lawful basis for processing is Article 6(1)(b) UK GDPR (performance of a contract) and Article 6(1)(f) UK GDPR (legitimate interest – certificate management and renewals).

## 4. Storage and Security

Data is primarily stored in Microsoft 365 (UK/EU data centres). We apply access controls, secure authentication and limit access to authorised personnel only.

## 5. Sharing

We do not sell or share personal data with any third parties unless we are legally required to do so.

#### 6. Retention

We retain personal data only for as long as necessary to manage certificates and any UK mandatory legal retention requirements. When data is no longer required it is securely deleted.

# 7. Your Rights

Individuals have the right to access, rectify, erase, restrict or object to processing, and to data portability. Individuals also have the right to lodge a complaint with the ICO.

#### 8. Contact

To exercise any rights or to raise a concern, contact Land2Rescue.