



## **GDPR Policy**

Fusion Advanced Training Ltd takes the responsibility of handling your personal information very seriously and is ensuring all safety measures are being taken to protect you and your information.

Natalie Wildblood is the registered/ designated officer for data control through the ICO (Information Commissioner's Office).

### **Data collected**

We may collect the following Data, which includes personal Data, from you:

- name;
- date of birth;
- gender;
- contact Information such as email addresses and telephone numbers;
- demographic information such as postcode, preferences and interests;
- financial information such as credit / debit card numbers;
- Residential address;
- Previous certifications where relevant;
- Employer information where relevant;
- Next of kin, for emergency procedures;
- Any relevant information to your training.

in each case, in accordance with this privacy policy.

### **How we collect Data**

We collect Data in the following ways:

- data is given to us by you.
- data is received from other sources; and
- data is collected automatically.

Fusion Advanced Training Ltd will collect your Data in several ways, for example:

- when you contact us through the Website, by telephone, post, e-mail or through any other means.
- when you register with us and set up an account to receive our products/services.
- when you complete surveys that we use for research purposes (although you are not obliged to respond to them).
- when you enter a competition or promotion through a social media channel.
- when you make payments to us, through Website or otherwise.
- when you elect to receive marketing communications from us.
- when you use our services.
- in each case, in accordance with this privacy policy.



#### Data that is received from third parties

Fusion Advanced Training Ltd may receive Data about you from your employer.

#### Data that is collected automatically

To the extent that you access the Website, we will collect your Data automatically, for example:

- we automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times, and frequency with which you access the Website and the way you use and interact with its content.
- We will collect your Data automatically via cookies, in line with the cookie settings on your browser. For more information about cookies, and how we use them on the Website, see the privacy policy listed on our website.

#### Our use of Data

Any or all the above Data may be required by us from time to time to provide you with the best possible service and experience when using our services. Specifically, Data may be used by us for the following reasons:

- internal record keeping.
- improvement of our products / services.
- meeting relevant authorities' policies.

We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below).

#### Who we share Data with

We may share your Data with the following groups of people for the following reasons:

- any of our group companies or affiliates - to ensure the proper administration of the website and business.
- our employees, agents and/or professional advisors - to obtain advice from professional advice.
- relevant authorities - to facilitate the detection of crime or the collection of taxes or duties
- relevant authorities - to facilitate the awarding of a qualification.

in each case, in accordance with this privacy policy.



### Keeping Data secure

We will use technical and organizational measures to safeguard your Data, for example:

- we store your Data on secure servers which is only accessible by relevant staff.

Technical and organizational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorized access to your Data, please let us know immediately by contacting us via this e-mail address:

[info@fusionadvancedtraining.com](mailto:info@fusionadvancedtraining.com).

If you want detailed information from, Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses, and many other online problems, please visit [www.getsafeonline.org](http://www.getsafeonline.org). Get Safe Online is supported by HM Government and leading businesses.

### Data retention

We hold your details through your learner record for a minimum of 5 years for audit purposes. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.

Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

### Your rights

You have the following rights in relation to your Data:

- Right to access - the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update, or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.
- Right to correct - the right to have your Data rectified if it is inaccurate or incomplete.
- Right to erase - the right to request that we delete or remove your Data from our systems.
- Right to restrict our use of your Data - the right to "block" us from using your Data or limit the way in which we can use it.
- Right to data portability - the right to request that we move, copy, or transfer your Data.



- Right to object - the right to object to our use of your Data including where we use it for our legitimate interests.

To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: [info@fusionadvancedtraining.com](mailto:info@fusionadvancedtraining.com).

If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

#### Changes of business ownership and control

Fusion Advanced Training Ltd may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Fusion Advanced Training Ltd.

Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

In the above instances, we will take steps with the aim of ensuring your privacy is protected.

#### General

You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.



*Fusion Advanced Training*  
and consultancy services.

### Changes to this privacy policy

Fusion Advanced Training Ltd reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations. You may contact Fusion Advanced Training Ltd by email at [info@fusionadvancedtraining.com](mailto:info@fusionadvancedtraining.com).

**Date: 10<sup>th</sup> November 2021.**

**Review Date: 9<sup>th</sup> November 2022.**