



This Notice Explains how Illumin8 Training Ltd. uses personal information collected from you, or provided to Illumin8 Training Ltd. in order to function as a training provider. It also describes how long the information is kept for and the limited circumstances in which we might disclose it to third parties.

**Personal information we may retain**

Illumin8 Training Ltd. has identified 6 areas where we may retain personal information.

<b>Information Retained From</b>	<b>Type of information we may Retain</b>	<b>How we use it</b>
<b>Clients</b>	<b>Contact Names, Business addresses, business email addresses, phone numbers, Bank Account details. HERS status.</b>	<b>For administration, processing and accounting of training provision. Legal requirements</b>
<b>Learners</b>	<b>Name, Date of Birth, Gender, Ethnic origin, special requirements (reasonable adjustments) Copies of certificates. Course results. HERS Status. Employer Name</b>	<b>For notification of courses. For establishing candidate suitability and prerequisites. As required by Accrediting bodies. Legal requirements</b>
<b>Website Visitors</b>	<b>Functional Cookies</b>	<b>For or correct functioning of website.</b>
<b>Accrediting Bodies</b>	<b>Contact names, Business Addresses, phone numbers, business email addresses, Bank Account Details</b>	<b>For course notification, certification, accounting and general administration of training provision and approval. Legal Requirements</b>
<b>ECS Test Candidates</b>	<b>Name, National Insurance Number, Date of Birth. Possession of ECS Card, Passport, Driving Licence or other proof of Identification. Test results. Employer Name</b>	<b>For ECS test Invigilation. Legal requirements</b>
<b>Associate Training Organisations</b>	<b>Contact names, Business Addresses, phone numbers, business email addresses, Bank Account Details</b>	<b>For purchasing Training for or on behalf of Illumin8 Training Ltd. Legal Requirements</b>

**Length of Time Information is Held**

In order to comply with the General Data Protection Regulations, your details will only be kept for the shortest time required. This will vary according to the type of data being held, and within which function.

For Accounting purposes Information will be retained for a minimum of 6 years

To comply with accrediting body requirements information will be retained for a minimum of 6 years

For certification information will be retained for a minimum of 6 years

For Course prerequisites information will be retained until removal requested by learner.

**Exceptions**



The only exceptions to this are where:

- the law requires us to hold your personal information for a longer period, or delete it sooner;
- you exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law;
- we bring or defend a legal claim or other proceedings during the period we retain your personal information, in which case we will retain your personal information until those proceedings have concluded and no further appeals are possible; or
- in limited cases, existing or future law or a court or regulator requires us to keep your personal information for a longer or shorter period.

### Data Sharing

Data Protection says that we are allowed to use and share your personal data only where we have a proper reason to do so. The law says we must have one or more of these reasons and these are:

- **Contract** - your personal information is processed in order to fulfil a contractual arrangement e.g. training or qualification.
- **Consent** – where you agree to us using your information in this way e.g. for storing your course completion details, certification
- **Legitimate Interests** - this means the interests of Illumin8 Training Ltd. in managing our business to allow us to provide you with the best products and service in the most secure and appropriate way e.g. to transfer your data to certain Third Party’s such as The HESA.
- **Legal Obligation** – where there is statutory or other legal requirement to share the information e.g. when we have to share your information for law enforcement purposes.

Here is a list of the ways that we may use your personal information, and which of the reasons described above we rely on to do so. Where we list legitimate interests as a reason, we also describe below what we believe these legitimate interests are.

How we Use Information	Legal Justification	Reason for Legitimate Interest
Storage of Payment Details	Consent	N/A
Processing Orders	Legitimate Interest	For administration of Training
Communication-course admin	Legitimate Interest	For administration of Training
Communication-Informative	Legitimate Interest	To inform of new services & updates, training availability
Certification	Legitimate Interest Consent	To provide correctly awarded confirmation of course success
Course Notification	Legitimate Interest	To meet accrediting body requirements, to allow training delivery
Workbook Submission	Consent Legitimate Interest	To meet accrediting Body requirements for recording training progression



Copies of Certificates	Consent Legitimate Interest	To Meet accrediting Body requirements for subsequent course prerequisites
Functional Cookies	Consent Legitimate Interest	For correct functioning of website.

### **Data Sharing Continued**

Illumin8 Training Ltd. will not share your personal information to any third party, except under the following situations.

As required by legal enforcement bodies such as the police or the HSE

Information provided to The HESA to enable the delivery of training

Information provided to The HESA to enable certification of training

Information provided to the JIB to enable invigilation of ECS tests

Information provided to The HESA to enable ECS test orders.

To inform of Illumin8 Training Ltd. Services

To accrediting bodies for the legitimate administration of training

Illumin8 Training Ltd. may contact you relating to services, enquiries and relevant safety alerts.

### **Data Controller and Data Processing**

Illumin8 Training Ltd is fully committed to the adherence of the General Data Protection Regulations (GDPR). For the collection and processing of personal data, the following applies;

#### **Collection of Data**

Illumin8 Training Ltd will be the data controller for several functions, including delivery of training, invigilation of ECS tests and general administration of training provision and corporate management.

Collected data will be stored in the following formats

1. Encrypted Cloud Storage
2. Secured Electronic devices
3. On paper held in a secured location

The Data controller for Illumin8 Training Ltd is Brendan Cunney (Director for Illumin8 Training Ltd.) who may be contact via email using [brendan@i8t.co.uk](mailto:brendan@i8t.co.uk)

#### **Processing of Data**

Personal data will be stored for the shortest time necessary

Under the GDPR you have the following rights to request information from the company:



- Right of access –to request access to your personal information and information about how we process it
- Right to rectification –to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- Right to erasure (also known as the Right to be Forgotten) – to have your personal information erased.
- Right to restriction of processing – to restrict processing of your personal information
- Right to data portability - to electronically move, copy or transfer your personal information in a standard form
- Right to object - to object to processing of your personal information
- Rights with regards to automated individual decision making, including profiling –rights relating to automated decision making, including profiling

## **How you can access and update your information?**

The accuracy of your information is important to us. If you would like access to the data we hold on you please contact: [enquires@illumin8-training.co.uk](mailto:enquires@illumin8-training.co.uk) Alternatively, you can write to us at Illumin8 Training Ltd. 2 Sunderland Grove, Strelley Nottingham NG8 6PL

We will respond to your request within 28 days - although we will require proof of your identity before we can respond.

## **How do I ask questions or complain to the regulator?**

If you have any questions regarding this policy and our privacy practices, or if you would like to complain about the way we handle data, please contact Brendan Cunney email: [brendan@i8t.co.uk](mailto:brendan@i8t.co.uk)

If you are still unhappy, please visit: <https://ico.org.uk/concerns/>