



Seashell Training



Seashell Training
10 Alder Court, Fleetwood, FY7 8QL

Privacy Policy

DOCUMENT STATUS

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Prepared by	Marie Leather
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DOCUMENT CONTROL INFORMATION

Change History		
Version	Date	Details of changes
Version 1	11 th March 24	New Policy Written



Seashell Training

Seashell Training is the data controller of the personal information you provide to us. This means that Seashell Training determines the purposes for which, and the way, any personal data relating to you is to be processed.

What information do we collect about you?

We collect information about you when you register your interest with us or book a place on to one of our courses. When booking on to a course, the categories of information that we collect, and hold include the following;

- Personal information – e.g. name, contact numbers and addresses
- Relevant medical information
- Attendance information – signing in and out on course days
- Assessment information – We will record the progress of each course attendee and the certification history is saved on the booking
- Basic payment information – payment amounts, and date of payments are recorded on the booking. No card or bank account information is stored by us.

How information about you will be used?

- to be able to provide our service to you
- to inform you of any changes to the service we provide
- for us to be able to identify you when you contact us, or we contact you
- medical information for health and safety of the participant in sessions

Payment information

All payment information will be via invoice and no personal banking details will be stored by Seashell Training. Payment information will be on the invoice and payment will be electronic and an electronic receipt will be issued once payment has been received.

Sharing Information

We do not sell on any personal data under any circumstances.

Our awarding bodies for certification and governing bodies for delivering our qualifications will require personal data in order for them to register and certificate learners on their achievements. They only access this data with our consent to do so and are only sent the specific data to complete registration and certification.

How long will data be stored for?

In accordance with the GDPR, we do not store personal data indefinitely; data is only stored for as long as is necessary for the awarding body.

RLSS regulated courses 7 years, unregulated 2 years.



Seashell Training

What are your rights?

Account holders and participants have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Seashell Training uses your personal data.
- Request access to the personal data that Seashell Training holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Monitoring and review

This policy will be reviewed annually.