



# GO FORTH

Project Control Solutions

## Privacy Policy

1<sup>st</sup> March 2021

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## Our contact details

<b>Name</b>	<b>GO FORTH</b>
<b>Address</b>	<b>3 Weaver Close Ingleby Barwick Stockton on Tees TS17 0TW</b>
<b>Phone Number</b>	<b>07411 595250</b>
<b>Email</b>	<b>shane.forth@goforth.org.uk</b>
<b>Website</b>	<b>www.goforth.org.uk</b>
<b>International Commissioners Office Certificate</b>	<b>ZA797600</b>

## The type of personal information we collect

We currently process the following information:

- Name, address, email and phone number
- Date of birth
- National Insurance number
- Photograph
- IP address
- Geographical location
- Financial and credit card information
- Copy of current passport or current driving licence (photographic page) or other forms of proof of ID)
- Marking of assignments and tests and associated communications and feedback

GO FORTH **do not collect sensitive personal information** such as racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership and genetic data.

## How we get the personal information

You give GO FORTH Personal Data and other information when you:

- Use the GO FORTH website and services
- Subscribe to GO FORTH website and services
- Search the GO FORTH website
- Subscribe to GO FORTH website and services
- Complete and/or submit forms (for example, when attending an ECITB training course with us or one of our own (ACostE accredited) courses
- Correspond with the GO FORTH by telephone, email or otherwise
- Register with GO FORTH
- Respond to a GO FORTH survey

We also receive personal information from the following sources in the following scenarios:

- When, as an ECITB Approved Training Provider, we comply with the ECITB Operating Procedures for Training and Test Materials and their use
- From your employer, where they provide your personal information to us
- From other training providers (where we have a formal arrangement such as MoU)

GO FORTH also collects information about you when you visit its websites through the use of cookies (see 'Cookies' below).

## Why we have the personal information

Under GDPR, GO FORTH may only collect, process and share Personal Data in accordance with the law.

We take your privacy seriously and will only use your personal information to provide the Services you have requested from us.

We will only use this information subject to your instructions, data protection law and our duty of confidentiality.

For delegates and customers, our lawful reason for processing your personal information is 'legitimate interests'. Under 'legitimate interests' we can process your personal information if: we have a genuine and legitimate reason and we are not harming any of your rights and interests.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To make course registrations
- To deliver course materials to you
- To generally keep in in contact with you

- To maintain your assignment and test results
- To maintain your course attendance records
- To send you blogs, newsletter, updates etc. by email where you have specifically given this additional consent, for instance by subscribing to our website.
- For GO FORTH website and marketing activities - only when the you (or your employer on your behalf) have given their consent

## Who we may share your personal information with?

We may share the information that you have given us with:

- The ECITB, when, as an ECITB Approved Training Provider, we comply with the ECITB Operating Procedures for Training and Test Materials and their use
- Other training providers (where we have a formal arrangement such as MoU) and only if they agree to the same standards of data privacy that we employ.

We will only share your information with other third-party organisations if the service they are providing is a vital part of our own service provision, for example suppliers of books and publications we may offer along with our training services, and only if they agree to the same standards of data privacy that we employ.

## Who we do not share your personal information with?

We do not sell or rent your information to third parties.

We do not share your information with third parties for them to market to you.

## How we store your personal information

The GO FORTH IT storage infrastructure includes the following:

### Microsoft 365 Business Basic (includes Microsoft Teams)

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Your data is encrypted at rest and in transit, using several strong encryption protocols, and technologies

### Zoom Video Conferencing

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Your data is encrypted at rest and in transit, using several strong encryption protocols, and technologies

### Google Drive

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GO FORTH store files on Google Drive for file sharing and co-editing during the delivery of our services. n Zoom Video-Conferencing, when this is option is chosen by the customer rather than our default offering of Microsoft Teams.

Your data is encrypted at rest and in transit, using several strong encryption protocols, and technologies

## Cookies

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When you visit the GO FORTH, website cookies are placed on your device. Cookies are small text files that help the GO FORTH website to work

They also speed things when you come back to the website. GO FORTH do not use them to identify you personally.

GO FORTH use cookies to allow personalisation of the service to you.

You can set your browser to delete cookies stored on your device at any time.

## Period of storage

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All records are stored for a minimum period of six years.

## Your rights

GO FORTH acknowledge and respect the following rights to each Data Subject:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Further detail is available from the Information Commissioner. [www.ico.org.uk](http://www.ico.org.uk)