

PRIVACY NOTICE & AGREEMENT – Creativity in Practice Ltd

USE OF PERSONAL DATA:

CiP Ltd (Creativity in Practice Ltd) will only collect personal data that includes: name (including previous names), address, date of birth, email address, mobile phone number, information relating to learning needs and ethnicity.

The information will be collected by the Director of CiP Ltd or one of the associates employed to deliver specific work on behalf of CiP Ltd. Information will be collected via the Registration Form either in hard-copy or via email (excel)

The information collected will be used for the sole purposes of registration with the awarding body and to maintain contact with the learner throughout the programme.

The GDPR states that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specific, explicit and legitimate purposes and not used in a manner incompatible to the original purpose
- Adequate, relevant and limited to what is necessary
- Accurate, up to date and amended in a timely manner if necessary
- Kept in a form which allows identification for no longer than is necessary
- Kept secure
- And that requests from individuals for access to their data must be responded to within one month and for free unless the requests are 'excessive' or 'unfounded'.

Consent must be informed and freely and explicitly given. Evidence of consent must be kept and should be easy for people to withdraw at any time

PERSONAL INFORMATION WILL BE USED FOR:

- For registration and certification with the appropriate qualification awarding body
- To confirm Unique Learning Number with Learner Record Service – either an existing record or to create a new record
- For contact as required either by phone or email for and by CiP Ltd and not to be shared with third parties
- For monitoring purposes; learner profile and type of qualifications completed

You may contact CiP Ltd at any time to revoke these permissions and to request any information held about you

EMAIL: verity@creativityinpractice.co.uk