

Portland Training Privacy Notice - Employer

How We Use Your Personal Information

Collecting, storing and sharing personal data

Portland Training (The Data Controller) may collect personal data from employers (Data Subjects) upon your employee's enrolment to training and will continue to collect and check personal data throughout to ensure the data is accurate and up to date.

Employers may be contacted by Portland Training (where required to do so) after completing training to support us to obtain and update destination data for your employee's relating to employment status or further training or education as well as satisfaction and feedback surveys.

The data we collect and share is to comply with a legal or contractual obligation we have with the following organisations (Data Processors):

- Education and Skills Funding Agency (ESFA) to claim funds (if the training is eligible) for the training we deliver to your employees – See Appendix F for further detail and additional organisations that the ESFA may share your data with
- Other Funding Bodies where we are subcontracting provision to deliver training to your employees on their behalf and they are directly claiming funds from the ESFA
- Cognisoft (Software Company) who provide us with the Management Information system YETI to enable us to electronically store, export and share personal data (as required above)
- Awarding Body Organisations (when requested) to observe your employees in workplace practice for the purpose of achieving the qualification
- Contracted ePortfolio Provider(s) to enable use of an electronic portfolio to complete and store work if your employees are undertaking e-learning
- Contracted Third Party IT Support Provider who provide us with desktop, software and network support. They store data on our behalf on a server which is encrypted and backed up daily, IT desk perform network maintenance to ensure firewalls are updated with the correct firmware and perform pen testing to ensure the network is not vulnerable to cyber-attacks
- Contracted Archival Storage and Retrieval vendor who provide us with confidential waste and secure offsite storage services for paper-based files that have to be retained and/or destroyed in line with the statement(s) below

Retaining Personal Data

All personal data will be retained in accordance with the Data Retention Schedule and reviewed and as needed, securely destroyed as required.

Data Subject Rights

As a data subject you have the following rights (in some circumstances) to your data:

- The right to request access to the personal data we hold for you
- The right to be forgotten (Erasure of your data)
- The right to request rectification of the data we hold for you if you believe it to be inaccurate
- The right to restrict processing of your data
- The right to data portability so you can obtain and reuse the data for your own purpose
- The right to object to the processing of your data including direct marketing

To access your rights you must request this in writing (Paper based or electronically) via a Subject Access Request (SAR) to Portland Training along with ID in some circumstances. Portland Training will respond to all requests no later than 1 month after receiving them. If the request is found to be manifestly unfounded or excessive, particularly if it is repetitive a small fee may be applied.

Where Portland Training is legally obliged to retain data for a certain period we will be unable to action your request for deletion.

Portland Training Contact Information

Portland Training, Davian House, Julian Way, Sheffield, S9 1GD.
Hollie Warren - Managing Director
0114 205 5515
info@portlandtraining.co.uk

Employer Contact Preference: You can consent to be contacted for other purposes by ticking any of the following boxes:					
courses or learning opportunities			for surveys and research		
post		phone		e-mail	
Employer Signature			Print Name		Date
Provider Signature			Print Name		Date