

## Portland Training Privacy Notice - Learners

### How We Use Your Personal Information

#### Collecting, storing and sharing personal data

Portland Training (The Data Controller) will collect personal data (including digital video and images where applicable) from learners (Data Subjects) upon enrolment to training and will continue to collect and check personal data throughout to ensure the data is accurate and up to date. Learners may be contacted by Portland Training (where required to do so) after completing training to obtain and update destination data 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):

- Department for Education (DfE) to claim funds (if the training is eligible) for the training we deliver to you.
- Mayoral Combined Authorities and/or Greater London Authority to claim funds for the training we deliver to you.
- Other Funding Bodies where we are subcontracting provision to deliver training to you on their behalf.
- Contracted MIS Provider to enable us to electronically store, export and share personal data (as required above)
- Awarding Body Organisations to enable registration and certification of the qualification(s) delivered to you
- Contracted ePortfolio Provider(s) to enable use of an electronic portfolio to complete and store work relating if you are undertaking online 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

## Recording of Online Classrooms

Where learners are undertaking their learning in an online classroom setting, such as Google Classrooms, sessions will be recorded for attendance tracking, classroom management and qualification accreditation purposes and will be stored in line with the Data Protection and Information Security Policy

## 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

A full copy of our Data Protection and Information Security Policy is available upon request.

**Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:  
Please tick relevant boxes to give your consent.**

Courses, learning or employment opportunities	<input type="checkbox"/>	for surveys and research	<input type="checkbox"/>
post	<input type="checkbox"/>	phone	<input type="checkbox"/>
		e-mail	<input type="checkbox"/>

**I give consent to Portland Training Company to publish, republish, or otherwise transmit still and moving images, audio and my name for the purposes of:**

Publicity and promotional materials, including advertising material and printed publications	<input type="checkbox"/>	Presentation and exhibition materials	<input type="checkbox"/>
Websites, social media channels and digital communications materials, including advertising material and printed publications	<input type="checkbox"/>	News media and their associated websites, social media channels, print publications, television and radio	<input type="checkbox"/>

**I understand that Portland Training Company will keep all its images in accordance with data protection law and delete the images that have not been used for any publicity or marketing after 2 years. I also understand that the still / moving images / audio used for publicity or marketing purposes are in the public domain and therefore could potentially be reproduced, altered, or re-used by anyone in the world outside of Portland Training Company's control. I know**

**I have the right to withdraw consent at any time by emailing [info@portlandtraining.co.uk](mailto:info@portlandtraining.co.uk) but understand that withdrawing consent may not affect the material that has already been used.**

<b>Name</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>