



## Inspire Training Midlands

### GDPR - Privacy Notice

This Privacy Notice tells you what to expect in relation to the personal information about you which is collected, handled and processed by Inspire Training Midlands. In the matter of any data collected by Inspire Training Midlands of 43 Hilston Avenue, Halesowen, West Midlands, B63 4BT, the company is the Data Controller.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. Currently, the Data Protection Act 1998 applies. With effect from 25th May 2018, the General Data Protection Regulations ("GDPR") will come into force, which will change the law.

#### ***The information we may collect***

Information we hold may have come from you by filling out the contact form on the website [www.inspiretrainingmidlands.co.uk](http://www.inspiretrainingmidlands.co.uk), by emailing with us, telephoning, writing a letter or completing a feedback form after training.

The information about you or your colleagues we may collect, hold and process is set out below: Information collected and processed for arranging and delivering training or coaching programmes:

- Name
- Address
- Email address
- Telephone number
- Job role
- Training or coaching requirements
- Any other information you provide.

#### ***How we use the information***

The above information is used to provide you with information about our courses, coaching, business services and general updates that are available to you, via our capacity as a training consultancy, coach and business services provider. These updates are to assist you in securing a suitable training course, business service or coaching arrangement. We will only send you information on the specific areas you have declared as an interest or ones we think would serve you well.

The information may be used as follows:

- To give you information on a suitable training course, business service or coaching session
- To keep you informed of other suitable courses or coaching opportunities as they arise
- To keep you informed of the other business services offered by us.

#### ***How we hold the information***

All the personal data we have is stored on either computer, if paper-based (for example, coaching forms, notes and feedback forms), securely locked away. All computers/memory sticks are password protected and encrypted.

The website and email are set up and hosted on a fully trusted 4096-bit SSL Certificate, which creates a secure connection between the website and you as a visitor. It is hosted in a data centre in London, within a secure compound, 24 hour security, CCTV and technicians always on site. The website has a permanent firewall in place. Data on servers are kept separate to other organisations' data.



### ***Disclosure of your information***

Your training requirements will only be shared between the company's trainers as necessary.

Personal data provided to us shall not normally be transferred to a company, country or territory outside this company. We will only share your data with third parties in this way if you consent to this.

### ***What is the legal basis for processing the information?***

We will rely on the basis of a legitimate interest to process the information which is collected at the outset from our marketing and training processes.

### ***Your rights***

You have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information please email [janet@inspiretrainingmidlands.co.uk](mailto:janet@inspiretrainingmidlands.co.uk). We will require either an original copy of ID (passport/driving licence etc.) or a certified copy.

In addition to this right of access, you also have the following rights: erasure, restriction of processing, objection and data portability. If you wish to make a request of this nature please send an email to [janet@inspiretrainingmidlands.co.uk](mailto:janet@inspiretrainingmidlands.co.uk). Where there is a legal or contractual obligation for us to retain your data we will notify without undue delay.

### ***Retention of your data***

In accordance with GDPR Article 5(1)(e) about storage limitation, personal data shall be kept for no longer than is necessary for the purposes for which personal data are processed.

### ***Withdrawal of consent***

If you have provided us with your consent to process your data, for the purpose of using our services, you have the right to withdraw this at any time. In order to do so you should contact us by emailing [janet@inspiretrainingmidlands.co.uk](mailto:janet@inspiretrainingmidlands.co.uk).

### ***Concerns***

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at <https://ico.org.uk/concerns/>.

### ***Contact***

Please address any questions, comments and requests regarding our data processing practises to [janet@inspiretrainingmidlands.co.uk](mailto:janet@inspiretrainingmidlands.co.uk).

### ***Changes to the Privacy Notice***

This Privacy Notice may be changed by us at any time.