

Company Contact details:

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Document DP5A Privacy Notice (when personal data is obtained from the data subject)

Topic: Data protection

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Version: 1

The Company is ResusPlus Training which is a Resuscitation, Medical Emergency and first aid training business which provides training services to its clients and individuals.

ResusPlus Training must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller. You may give your personal details to the Company directly, when booking or enquiring about a training course on the phone or by email. The Company must have a legal basis for processing your personal data for the purposes of providing you with any of the above Training Services. We will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company will collect your personal data (which will usually include your name, email address, phone number, home address). We may sometimes ask for additional information if you have any special requirements that our trainer or company need to be aware of. We will process your personal data for the purposes of providing you with appropriate Training Services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- To provide appropriate Training Services, Certification and proof of compulsory training.

c. Recipient/s of data

The Company will not process your data with any third party.

2. Data retention

Certificates are valid for up to a period of 1 to 3 years depending on the course. ResusPlus Training have made the decision based on the legitimate interest of both our company and our clients/individuals to hold your information on file for a period of 7 years from your course date. This information is held in the event you require a copy certificate, or you need confirmation of your training dates if a claim were brought against you or the company you worked for.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time

You have the right to request the deletion of your details at any time by contacting ResusPlus Training by email to:

info@resusplustraining.com or by phone
on 01280 704014 or 0770 250 9967