

24 May 2018

PRIVACY AND COOKIES POLICY

Liral Veget Training and Recruitment Ltd. takes data privacy seriously and when we process your personal data we are processing it in compliance with the General Data Protection Regulation (GDPR).

Please read this privacy and cookies policy carefully to understand why data is being collected and what we do with that data once in our possession. Further information about data privacy may be found in our terms of business document.

What type of personal data will we collect from you?

The personal data we collect will depend on the nature of the services we are providing and what we are contracted to do for you. Typically, this might include the following:

- Contact details (including your name, address, date of birth, and email address)
- Photographic identification and proof of address documents (to carry out due diligence)
- Professional information (such as job title, previous positions, and professional experience)
- National Insurance and/or driving license details (to establish or identify where an enrolment or registration is involved)
- Copies of Certificates, qualifications and transcripts (to establish or identify where an enrolment or registration is involved)
- DBS number (to confirm suitability and employment eligibility)

Where necessary to act in your best interests, and for the establishment, register with awarding bodies, enlist with our Primes or sub-contractors for the sole purpose of your training and qualification needs, we may need to process personal data which is very sensitive in nature such as diversity and health related details. In some circumstances, we may need to share this information with third parties, for example an audit panel or funders or other external bodies who ought to have our data for regulatory and governance purposes. If you volunteer sensitive personal data, you will be allowing us to process it as part of engaging our services.

On what basis can we process your personal data?

Our reasons for processing your personal data are as follows:

- It is necessary for the performance of a contract to which you are a party, or to take steps prior to entering into an agreement with you. The learning or training agreement between you and us, which is made up of our terms of training and engagement letter, sets out the terms of the contract and the services we will provide.

- It is necessary to undertake a service or job for our organization at our premises or outside where an engagement is agreed by both parties
- It is necessary for the purposes of our legitimate interests, except where our interests are overridden by the interests, rights or freedoms of affected individuals (such as you). To determine this, we shall consider a number of factors, such as what you were told at the time you provided your data, what your expectations are about the processing of the data, the nature of the data, and the impact of the processing on you.

It is necessary in order to comply with mandatory legal obligations to which we are subject under EU or UK law.

Personal data collected from you about other people

Throughout the training delivery, in the course of providing our training programmes and other professional services to you we will hold and use personal data about you, your Employers, Supervisors, Line Managers, and/or your employees as long as it is legally required under the rules prevalent in England and under the new GDPR. When you provide personal data to us relating to your Employers, Supervisors, Line Managers, and/or your employees, you confirm that you are allowed to do so. You should ensure that those individuals understand how their data will be used by us.

In personal matters, you may be providing other third-party data to us, for example details about your referees, friends or family, in which case we will use such data as a data controller in our own right and will comply with data protection legislation in relation to use of that data. You must have the authority to disclose personal data if it relates to someone else and all data disclosed should be complete, accurate and up to date.

What are we going to do with your personal data?

We will hold and use personal data about you to:

- Verify your identity and establish the source of issuing authority in any document.
- Carry out appropriate anti-fraud checks or Disclosure of Barring Service (DBS) wherever applicable.
- Communicate with you during the course of providing our services or our business engagement, for example providing you with advice and dealing with your enquiries and requests.
- Prepare documentation to complete registrations, training agreements and commence training delivery on your behalf.
- Carry out obligations arising from any contract entered into between you and us or our sub-contracted third parties as part of your training or business contract.
- Refer you to another of our departments to give similar training programmes or Functional Skills or any additional learning support that may benefit you.
- Statistical purposes so we can analyse your progression elements and achievement records to help us manage our training for the future and improve our services.
- Carry out learner and Employer surveys under funding body requisites.
- Respond to any complaint or allegation of negligence against us.
- Prevent money laundering or terrorist financing in accordance with financial crime regulations.
- Improve the products and services we provide.
- Customise our website for you.

Send you information about products, services, offers and other things we think might be relevant to you, with your explicit consent.

How long we keep your personal data for

We will only retain your personal data for as long as is necessary to:

- Carry out the required training or further as stipulated for audit purposes under ESFA/EU laws.
- Compliance with other legal obligations under EU/UK law (such as anti-money laundering regulations say your identification and training evidence records information must be kept for a minimum period from conclusion of the matter).

We will keep your data in accordance with our data retention and erasure policy, a copy of which is available on request.

Who your personal data will be shared with

We may, when required and necessary, share your personal data with Prime Colleges, FE Colleges, and other organisations including survey personnel duly authorised by ESFA/Ofqual/Ofsted for the purpose of establishing training records and funding conditions being fulfilled and wherever required by the laws in England. Depending on the work we are undertaking for you the other organisations may include:

- Our firm's 'data processors' who are contractors from whom we obtain operational services including IT, e-portfolios, message-carrying, typing and administrative support, secure document storage and shredding.
- Other 'data controllers' that provide professional or commercial services, such as IAG advisors, Mentors, other solicitors, accountants, Tutors, IVs, IQAs, and surveyors.
- Providers of insurance or other government departmental services - like DWP, JCPs - to you and/or to our firm.
- HMRC, HM Courts & Tribunals Service, Councils and other national and local government bodies.
- The Information Commissioner's Office (ICO) and organisations involved with the preparation, assessment and certification of quality standards for which our firm is seeking or maintaining accreditation with.
- Awarding bodies or qualification regulatory bodies

Controlling information about you

If you have agreed that we can use your information for marketing purposes, newsletters etc., you can change your mind easily, via one of these methods:

- Send an email to us.
- Write to us by post.

We will never lease, distribute or sell your personal information to third parties unless we have your permission or we are required to disclose your personal details by law. Any personal information we hold about you is stored and processed under our data protection policy, in compliance with the Data Protection Act 1998.

Security of your personal data

Your data will be held on secure servers within the European Economic Area ("EEA") with all reasonable technological and operation measures put in place to safeguard it from unauthorised access. Where possible any identifiable information will be encrypted or minimised.

Erasure of personal data

Where we obtained your personal data to fulfil our contractual obligations to you, or if we have a legitimate interest for processing your personal data, we will erase that data as soon as it is no longer necessary to retain it in relation to the purpose for which it was originally collected.

If you are not our client

If you are not our learner or client your personal data may be processed to enable us to provide our services to our client and may also be used in legal proceedings on behalf of our client. We are allowed to use your personal data because it is in the legitimate interests of our client (for example under the terms and conditions of a training agreement) to do so. We may also have to use your personal data to comply with our own legal and regulatory obligations.

Cookies

Cookies are small text files that are placed on your computer by websites you visit. Cookies help make this website work and provide information to us about how users interact with our site. We use this information to improve our website.

The cookies we use help to provide us with anonymised, aggregated technical information. This is principally so that we can make sure that the website is easy to navigate, identify the areas that are of particular interest to visitors and generally improve the site and our services. The information that we collect in this process will not identify you as an individual. We do not seek to identify individual visitors unless they volunteer their contact details through one of the forms on the site. In some circumstances, our records will identify organisations visiting our site and we may use that information in managing our relationship with those organisations, for example, in considering how to develop the services that we offer them.

By using our website, you agree that we can place these types of cookies on your device. When you accessed this website, our cookies were sent to your web browser and stored on your computer. If you wish to remove them, you can manage this via the settings on your browser, but note that this may impact your ability to utilise this and other web sites. The way to clear cookies varies from one browser to another. You should look in the “help” menu of your web browser for full instructions. For your reference, please click the following links for details on how to manage cookies in each of the major web browsers:

- Internet Explorer (<https://support.microsoft.com/en-gb/kb/278835>)
- Firefox (<http://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>)
- Chrome (<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>)
- Opera (<http://www.opera.com/browser/tutorials/security/privacy/>)
- Safari (<http://support.apple.com/kb/PH5042>)
- Safari for iPad and iPhone (<http://support.apple.com/kb/HT1677>)

Contacts

If you have any questions about our privacy policies, want to exercise your right to see a copy of the information that we hold about you, or think that information we hold about you may need to be corrected, want to delete all or any part of it or to object to the processing on legitimate grounds, please contact Mrs. Edith Eneanya-Bonito, Liral Veget Training and Recruitment Ltd., 165 Old Kent Road, London SE1 5UT. info@liralveget.co.uk ; or Tel. 02072311658, our Data Protection Officer.



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Edith Eneanya-Bonito
Managing Director