

The following policy is issued by Accomplish Education to take into account the new general Data Protection Regulations which take effect in the UK from 25<sup>th</sup> May 2018.

Accomplish Education is committed to ensuring your privacy and ensuring secure correspondence with us. Accomplish Education will act as the data controller when the company holds personal data under the following circumstances:

- Contact details of professional contacts;
- Supplier contact details for contractors;
- Details on contracts as provided by contractors of AE services.

The Data Protection Officer for Accomplish Education is Mr Colin Taylor

Accomplish Education offers certain functions and services. The company website does not seek any direct entry of information, nor does it use cookies to gather information on those who access the site. If you choose to access any of the Accomplish Education services we will request certain information from you.

### How do we use Personal Information?

The organisation will hold personal information or data for the following purposes:

1. To perform our contractual duties and obligations
2. To alert you to new services, offers or other information, unless you have indicated otherwise
3. To fulfil the legitimate interests of Accomplish Education or the directors of the company
4. To comply with any legal obligations
5. To effectively manage training events in order to provide the best experience for participants

### What data do we collect?

The following data will be the predominant data held on individuals or organisations, either as suppliers, clients, contractors or employees but on occasion other data may be collected. Most of this data is supplied by customers or clients directly:

- Full names and details
- Address (business, personal or both if necessary)
- Email addresses (business, personal or both if necessary)
- Home, business and mobile telephone numbers
- Records of products or services requested or undertaken
- Details of financial accounts where payments are to be made online
- Records of services or products obtained or applied for previously

### Sharing your data

Accomplish Education takes all reasonable precautions to protect your data. When collecting personal information or data Accomplish Education will state whether or not the provision is optional. If you choose to give us your personal information in order to process an order or provide you with specific services this data will be held and processed in accordance with the GDPR 2018.

Accomplish Education only collects and holds personal data on individuals and organisations to support the everyday work of the company. With the exception of the directors, self-employed consultants or other companies contracted to undertake or facilitate work on behalf of Accomplish Education, information or data collected will not be shared with any other third party.

By submitting your data to us, you signify your consent to our using the information in the manner described above. If we amend our Privacy Policy, any changes will be published on this website.

At any time if you believe your data may be held by Accomplish Education and you wish to access the data, check the accuracy of the data held or wish to have the data removed, please contact the Data Protection Officer – Mr Colin Taylor. Contact details are on the website.

At all times the right to complain about the way Accomplish Education uses personal information and data exists. In such cases further information can be obtained from the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk)

### **Accomplish Education Fair Processing Notice:**

“Accomplish Education only collects and holds personal data on individuals and organisations to support the everyday work of the company. With the exception of the directors and self-employed consultants contracted to undertake work on behalf of Accomplish Education, information or data collected will not be shared with any other third party.

Any data collected will be held by Accomplish Education as long as the company remains in existence for potential future contact regarding employment opportunities or to contact representatives of organisations with which we have a professional relationship.

At any time if you believe your data may be held by Accomplish Education and you wish to access the data, check the accuracy of the data held or wish to have the data removed, please contact the Data Protection Officer. Contact via [admin@accomplisheducation.com](mailto:admin@accomplisheducation.com)

Due to the relationship I, or my organisation has with Accomplish Education, I give my consent for the relevant personal data to be held on record in line with the contents of the Accomplish Education Fair Processing Notice and Privacy Policy.”