

# The GTA Privacy Notice for Externally Funded Courses Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers, and visitor) who access the GTA.

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Approved By:

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Position:

CEO

Date:

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## **Introduction**

At the Doncaster, Rotherham and District Motor Trades GTA Ltd (GTA) we are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure. For more detailed information please see the GTA's 'Data Protection Policy CP7.8' which is available from our website or by writing to the address below.

By attending this privately funded training, you're agreeing to be bound by this policy. Any questions regarding this policy and our privacy practices should be sent by,

email to:                      admin@doncastergta.co.uk

or in writing to:              Doncaster, Rotherham and District Motor Trades GTA Ltd  
Rands Lane Industrial Estate  
Armthorpe  
Doncaster  
DN3 3DY

Alternatively, you can telephone: 01302 832831

## **How do we collect information from you?**

We might collect data from you when you contact us, either on the telephone, via email or application forms.

## **What type of information is collected from you?**

- Contact details
- Photographic image
- Driver Licence Details
- Payment Details

## **How is your information used?**

We will use your information to:

- complete an attendance certificate
- clarification of driving entitlement
- upload details to 3<sup>rd</sup> party awarding bodies (controllers)
- we might provide you with other goods or services to you or seek your views or comments on the services we provide - if you agree
- notify you of changes to our services
- send you communications which you have requested and that may be of interest to you

## What type of data is retained by the GTA?

The data retained by the GTA can vary from course to course.

Type of Data Retained (Table 1)

Training Course	Contact details	Photographic image/s	Driver Licence Details	Record of Training	Customer Payment Details	Customer Invoice Details	Awarding body and/or 3 <sup>rd</sup> party data controller body
Driver CPC	✓		✓	✓	✓	✓	JAUPT
Transport Manager CPC	✓	✓	✓	✓	✓	✓	OCR
Forklift Operator	✓	✓		✓	✓	✓	RTITB
HIAB	✓	✓		✓	✓	✓	RTITB
Mobile Elevated Platforms (MEWP)	✓	✓		✓	✓	✓	RTITB
Rough Terrain Telescopic	✓	✓		✓	✓	✓	RTITB
ADR	✓	✓		✓	✓	✓	SQA
Dangerous Goods Safety Adviser(DGSA)	✓			✓	✓	✓	SQA
LGV Driver Training	✓			✓	✓	✓	DVSA
Digital Tachograph	✓			✓	✓	✓	None
Health and Safety	✓			✓	✓	✓	None
ATA Accreditation	✓	✓		✓	✓	✓	IMI

Contact details	Photographic image/s	Driver Licence Details	Record of Training	Customer Payment Details	Customer Invoice Details	Awarding body and/or 3 <sup>rd</sup> party body
1 year (if you approve or 6 months)	6 months	6 months	7 years	6 months	7 years	See each awarding bodies privacy policy

### ***Awarding body or 3<sup>rd</sup> party body privacy statement links***

JAUP: <https://www.jaupt.org.uk/media/652932/fair-processing-notice.pdf>  
 OCR: <http://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>  
 RTITB: <https://www.rtitb.co.uk/privacy-policy>  
 SQA: <https://www.sqa.org.uk/sqa/45397.html>  
 DVSA: <https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency/about/personal-information-charter>  
 IMI: <https://www.theimi.org.uk/landing/gdpr/>

### **What is the length of time my data is retained by the GTA?**

The period of time that data is retained starts from the successful completion and close down of the course. We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information, for example data about your training records and invoices for 7 years.

### **Who has access to your information?**

Your information will be shared with the GTA administration, course delivery staff (trainers) and awarding bodies, as identified in the table on page 2 (Table 1). This enables the awarding bodies to be able to manage approved centres. The transfer and disclosure of personal data between our organisations is undertaken on a data controller to data controller basis. Both are separately responsible for complying with the obligations of the General Data Protection Regulation.

### **How you can access and update your information?**

The accuracy of your information is important to us. If you would like to access to the data we hold on you please contact: Data Protection Officer (DPO) Jon Mace

jonmace@doncastergta.co.uk alternatively, you can telephone 01302 832831.

You have the right to request that the data we hold on you is erased or rectified. For example, if you don't want us to use your information for views and comments on the services we provide, you can ask to have your contact details removed.

### **How do I complain to the regulator?**

If you would like to complain about the way we handle data please visit:

<https://ico.org.uk/concerns/>

You have the right to ask for a copy of the information GTA hold about you.