

## Shortest Path Training Limited Privacy Statement

Here at Shortest Path Training, we are committed to respecting and protecting your privacy.

This Document details when and why we may collect and hold information about you. It also explains how we use it and how we keep it secure.

It is important that the information we hold about you is accurate and up to date. Please let us know if your personal information changes by email or telephone at the below address.

Any questions regarding this Privacy Statement should be sent by email to [info@shortestpathtraining.co.uk](mailto:info@shortestpathtraining.co.uk) or by telephone 01223967100 or by Post to:

Data Protection Officer. Shortest Path Training Limited. Future Business Centre. Kings Hedges Road. Cambridge CB24HY

### 1. How and what type of information we collect

The Personal Information we hold may include your name, business address, phone number and email address. This is collected when you attend or organise a course with us or give us your details via email, telephone or in person. If you attend a course we will also record that.

#### Why do we collected this information?

- to carry out our obligations arising from any contracts entered into by you and us
- to send you communication such as our quarterly Newsletter which you have requested
- where we need to comply with a legal or regulatory obligation
- to assess ongoing training requirements
- to assist with ongoing training/admin support
- to process a job application
- to work with our suppliers

You can withdraw consent to marketing at any time by emailing us at [info@shortestpathtraining.co.uk](mailto:info@shortestpathtraining.co.uk)

If you attend Online Self-paced training then your Name, Email Address and IP Address will also be recorded and held on the training environment to enable you to access the environment – and to enable us to check for fraudulent password sharing.

### 2. Who has access to your information?

We do not sell, share or rent your information to third parties for marketing purposes.

We may pass your information to a third party working on our behalf for legal reasons such as financial/tax requirements. We will however only pass the amount of information that is needed for the particular task that they are undertaking.

We may also share your Name, Email Address and IP Address with S-branch who maintain the online self-paced training environment.

We will not pass your information to third parties for marketing purposes and would only release information if you have given your express permission or we are required to do so by law.

### 3. Preferences

We will not contact you for marketing purposes by post, email, phone or text message unless you have given your prior consent.

You can change your marketing preferences at any time by contacting us by email: [info@shortestpathtraining.co.uk](mailto:info@shortestpathtraining.co.uk) or by telephone 01223967100

### 4. Safety and Security of your information

Appropriate security measures have been put in place by us to prevent your personal data from being lost, accessed, altered or released in an unauthorised way. We also limit access to personal data to employees and third parties who have a business need to know such data.

### 5. Data Retention

We will only retain your personal data for as long as is required to undertake the reason it was collected for. Please note we may keep your course attendance information – this allows us to confirm if you have attended a particular course and if you have lost your certificate, we can replace it (but please look after your certificate well - we cannot guarantee we will always keep this information).

The law requires us to keep some information for at least 6 years after a contract has ended.

### 6. Data Protection Act – Your Rights

Under certain circumstances you have the right to request:

- access to your personal data
- correction of your personal data
- deletion of your personal data

- restrict the processing of your personal data
- restrict the processing of your personal data completely