



achieve more
TRAINING LTD

General Data Protection Regulation Statement

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Signed:
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Our Privacy Notice describes what Achieve More Training does with the personal information it is provided with. You may be asked to provide us with personal information to become a student, client or to use training systems and services.

If you provide Achieve More Training with information, it will only be used in the ways described in our Privacy Notice.

The Privacy Notice will be updated on occasion and the latest version is available at our head office. If you have any questions about this policy, please contact our Data Officer.

The General Data Protection Regulation (GDPR) 2016, tailored by the Data Protection Act 2018 and our Policy, gives any individual the right to obtain confirmation that their data is being, and where this is the case, access to the personal data. The right of access to this information is referred to as Subject Access Request (SAR).

Achieve More Training will endeavor to provide access to personal data within one month of receipt of a subject access request. If a request is complex, an extension of a further two months will be requested from the individual making the request.

A copy of the information will be provided free of charge however, a 'reasonable fee' processed may be charged if a request is unfounded or excessive.

Who can make a Subject Access Request?

Persons who are entitled to access personal data under this procedure are:

- A. The individual (also known as the data subject).
- B. A representative of the data subject who has written consent (e.g., solicitor; a court appointed representative if the data subject could no longer manage his or her own affairs; a person with enduring Power of Attorney or quite simply anyone else the individual wants acting for them).
- C. The parent or guardian of a child under 16 years of age: In cases where the child agrees, or it was in the child's best interest for access to the data to be granted.

How can I make a Subject Access Request?

Please download a copy of the Subject Access Request/Right to be Forgotten Form (Word Doc) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923698/personal-data-sample-request-form.odt and send it to info@achievemoretraining.com

To prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving license or identity card

List A (photocopy of one from below) *

Full Birth Certificate
Passport/Travel Document
Photo Driving License
Foreign National Identity Card
Child Under 16: Full Birth Certificate

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Child Under 16: Court Order(s)

List B (plus one original from below) *

Bank Statement or Building Society Book
Utility Bill Showing Current Home Address

Please note Achieve More Training will use reasonable means to verify the identity of the individual making the request.

Requests to Delete Personal Data

One of the key principles which underpins the GDPR is the right of an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. This is also known as the right to be forgotten.

Individuals may have a right to have personal data erased and to prevent processing in specific circumstances such as:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- When the individual withdraws consent.
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing.
- The personal data was unlawfully processed (i.e. otherwise in breach of the GDPR).
- The personal data must be erased to comply with a legal obligation.
- The personal data is processed in relation to the offer of information society services to a child.

How can I make a request to have my personal data deleted?

Please download a copy of the Subject Access Request/Right to be Forgotten Form (Word Doc) and send it to info@achievemoretraining.com

To prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B above. Please indicate which ones you are supplying.

Please note Achieve More Training will use reasonable means to verify the identity of the individual making the request.

Reference Links

Please note that the right to erasure does not provide an absolute 'right to be forgotten'. Under GDPR Achieve More Training can refuse to comply with a request for erasure where the personal data is processed under one of the specific reasons outlined on the ICO Website <http://www.ICO.org.uk>

Data Sharing

Sharing information can help to mitigate risk to vulnerable children and young people. Appropriate and timely sharing aids the effective identification of needs and facilitates integrated responses to address these needs.

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Under GDPR and the Data Protection Bill personal data may be shared without a Data Subject's consent where one of the processing conditions from the following list is met:

- the sharing is necessary to comply with any non-contractual legal obligation of the Data Controller.
- the sharing is necessary to protect the vital interests of the Data Subject.
- the sharing is necessary for the administration of justice, to comply with a statute or for exercising functions of a public nature
- the sharing is necessary for the legitimate interests of the Data Controller or a third party to whom the data is disclosed, except where it is unwarranted because it is prejudicial to the Data Subject

Learners are made aware that data will be shared with Awarding Organisations in order to register and certificate them. On Government funded programmes, AMT is obliged to share relevant personal information to satisfy funding criteria with the Welsh Government and other regulatory and awarding bodies.

Data Security

Personal information collected of students, client or people using AMT training systems and services will be shared only through encrypted platforms and stored on physical devices with password protection. Following the criteria set out in the cyber security certification annually.

More detail is explained in Pol 010 Information Security and any staff found breaching these guidelines or loss of data such as leaving physical resources (laptop/phone) unlocked and open in public spaces, or loss of IT equipment, or shared without permission will follow Policy 009 Malpractice and Maladministration and POL014 Disciplinary Policy.

Appendix

SAR Request form (To be added)