

Privacy Notice

This document will be reviewed every 12 months.

Current Version Date: May 2018

Version Number: Version 1

Next Review Date: May 2019

Privacy Notice

Who We Are

Pragmatic Consulting Ltd (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Pragmatic Consulting's registered office is at The Forestry Lodge, Stoneleigh Park, Kenilworth, CV8 2LG and we are a company registered in England and Wales under company number 8612608. We are registered on the Information Commissioner's Office Register; registration number ZA191754, and act as the Data Controller/Data Processor when processing your data. Our designated Data Protection Officer/Appointed Person is Joeann Niblett, who can be contacted at The Forestry Lodge, Stoneleigh Park, Kenilworth, CV8 2LG.

Information That We Collect

Pragmatic Consulting processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number

We collect information in the below ways: -

- Registration Forms
- Online Registrations
- Employer Training Requirement Requests

How We Use Your Personal Data (Legal Basis for Processing)

Pragmatic Consulting takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time.

The purposes and reasons for processing your personal data are detailed below: -

- We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address. This may include where relevant sharing your data with an Awarding Body for the purposes of certification.
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes
- We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests

Your Rights

You have the right to access any personal information that Pragmatic Consulting processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Pragmatic Consulting uses a third party to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this

privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Rural Support Services

Candidate Registrations and Bookings, Financial Services, HR Support

Access Planit

CRM Software Provider

Trainers and Assessors

Provision of training and assessing for relevant awarding body requirements

Awarding Bodies

Processing of information relevant to certification of Awards

Safeguarding Measures

Pragmatic Consulting takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

SSL, TLS, encryptions, pseudonymisation, restricted access, IT authentication, firewalls, anti-virus/malware.

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. Pragmatic Consulting does not transfer or store any personal data outside the EU.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to Pragmatic Consulting, however, as this information is required for us to provide you with our services, we will not be able to offer some/all our services without it.

How Long We Keep Your Data

Pragmatic Consulting only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Lodging A Complaint

Pragmatic Consulting only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Joeann Niblett

Pragmatic Consulting
The Forestry Lodge
Stoneleigh Park
Kenilworth
Warwickshire
CV8 2LG
07747740311