

# PRIVACY NOTICE FOR DELEGATES

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In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, delegates who have booked activity with the TUCO Academy, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former delegates.

## A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

## B) TYPES OF DATA HELD

We keep several categories of personal data on our delegates in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold the data within our computer systems, for example, our holiday booking system.

Specifically, we hold the following types of data, as appropriate to your status:

- a) personal details such as name, address, phone numbers
- b) photographic or video images of you while completing Academy activity
- c) information collected in the booking form to book travel overseas such as passport details
- d) Emergency contact details for delegates such as the next of kin
- e) medical or health information
- f) external training modules undertaken including grades for accredited courses
- g) information relating to employment with your institution:
  - i) job title and job descriptions
  - ii) your institution
  - iii) your institution (work) contact details

## C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the booking of Academy activity.

Personal data is kept in files or within the Company's IT systems and is only accessible on the computers held at TUCO HQ.

## D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the contract we have with you, including ensuring you or your institution is invoiced correctly.

The information below categorises the types of data processing, appropriate to your status, we undertake and the lawful basis we rely on.

<b>Activity requiring your data</b>	<b>Lawful basis</b>
Carry out the contract that we have entered into with you to book relevant travel, accommodation or 3 <sup>rd</sup> party training activity	Performance of the contract
Ensuring you are invoiced	Performance of the contract
Making reasonable adjustments for disabled delegates to attend Academy activity	Legal obligation
Ensuring 3 <sup>rd</sup> parties are aware of health or dietary requirements	Legal obligation
Using photographic or video images of you	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests

## **E) SPECIAL CATEGORIES OF DATA**

Special categories of data are data relating to your:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data.

We carry out processing activities using special category data:

- a) for the purposes of ensuring health and dietary requirements are covered
- b) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of substantial public interest
- d) you have already made the data public.

## **F) FAILURE TO PROVIDE DATA**

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of Academy activity with you.

## **G) CRIMINAL CONVICTION DATA**

We do not collect criminal conviction data for the purposes of Academy activity.

## **H) WHO WE SHARE YOUR DATA WITH**

Employees within our company who have responsibility for administration of Academy activity. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

Data is shared with third parties for the administration of travel, accommodation and e-learning.

We may also share your data with third parties for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We only share your data with bodies outside of the European Economic Area for the purpose of study tours held outside of the EEA. Countries in the past have been the U.S.A., India, Vietnam and Cambodia and the reason for sharing with these countries is to book relevant travel, accommodation or 3<sup>rd</sup> party training activity. This list is not exhaustive and other countries outside of the EEA may be visited. We have put the following measure in place to ensure that your data is transferred securely and that the bodies who receive the data that we have transferred process it in a way required by EU and UK data protection laws:

A standard data protection clauses/compliance with an approved code of practice is requested from the 3<sup>rd</sup> party where the booking is being made.

#### **I) PROTECTING YOUR DATA**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

#### **J) RETENTION PERIODS**

We only keep your data for as long as we need it for. Some data retention periods are set by the law. Our retention periods are:

Retention periods can vary depending on why we need your data, as set out below:

- 1 week after your return from any Academy activity
- 1 week after confirmation your e-learning system has been set up
- risk assessments will be kept for up to 3 years after your return from any Academy activity

#### **K) AUTOMATED DECISION MAKING**

We do not complete automatic decision-making activity in relation to personal details for the purposes of Academy activity.

#### **L) DELEGATE RIGHTS**

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. More information on this can be found in our separate policy on Subject Access Requests;
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

More information can be found on each of these rights in our separate policy on delegate rights under GDPR.

#### **M) CONSENT**

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

#### **N) MAKING A COMPLAINT**

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

#### **O) DATA PROTECTION COMPLIANCE**

Our Data Protection Officer is:

Mike Haslin  
[Mike.haslin@tuco.ac.uk](mailto:Mike.haslin@tuco.ac.uk)  
0161 713 3421