

Privacy Notice

CP Learning Trust respects your privacy and is committed to protecting your personal data and being transparent about how we collect and use your data. We will comply with any data protection legislation currently in force. This Privacy Notice explains how we use any personal information that you provide.

By visiting our website or responding to social media posts, you are accepting and consenting to the practices described in this Notice, so please read it carefully. Any changes we make to this Privacy Notice will be posted on this page, so remember to check back again if you are a regular user.

Important Information about who we are

CP Learning Trust is a not for profit charitable organisation, founded in 2003 from the Cambridgeshire and Peterborough Learning Partnerships. We have a strong history of working with communities deemed most disadvantaged and supporting individuals and families who appear to have benefited least from learning.

CP Learning Trust is a registered charity (registered in England No. 1107631 and a company limited by guarantee (04728521).

Our registered office is: L16 South Fens Business Centre, Fenton Way, Chatteris, Cambs, PE16 6TT.

CP Learning Trust's **Data Protection Officer (DPO)**, Sam Jones, is responsible for answering any questions you have about this Privacy Notice. Sam may be contacted at the above address, by email: sjones@cpltrust.net or by phone: 01354 696479.

Within the context of this privacy notice, 'we', 'us', 'our' or 'CPLT' refers to CP Learning Trust.

Why do we collect your information?

Under the General Data Protection Regulation (GDPR), and the UK's Data Protection Bill, we must have a legal reason to keep your data and process it. When CP Learning Trust provides you with a service, we will process your data under legitimate interests.

Our legitimate interests are:

- Selling and supplying products/services;
- Protecting staff, customers, participants and others and maintaining their health, safety and wellbeing;
- Marketing and promotion of our products/services;
- Administering events;
- Staff recruitment including volunteers;
- Complying with our legal and regulatory obligations;
- handling customer/participants contacts, queries, complaints or disputes;
- fulfilling our duties to our customers, colleagues and other stakeholders;

How we collect your personal information:

- When you enquire about our products/services;
- When you enrol onto one of our courses;
- When you sign up to become a volunteer;
- When you post information on our social media;
- When you communicate with us via our website, email or phone, when you raise concerns or make enquiries;
- When consent is given for marketing purposes;
- Referrals from other organisations (if they can prove you have given your consent);
- When you contract to supply or receive a service from us.

These may be written down (manual records), or held on a computer.

What personal information do we collect?

- Name, address, telephone numbers, email addresses, date of birth, nationality;
- Information on your prior education and employment status;
- Sensitive personal data concerning your health, any disability and information; about your gender, racial or ethnic origin and religious beliefs;
- Products/services we have provided to you;
- Results of projects you have participated in.

How we use your personal information?

- To provide statistical reports as requested by our funders;
- To monitor the use of our products/services;
- For our own statistical and research purposes;
- To provide you with information on our products/services and volunteering opportunities that you have requested.

Job Applicants

If you apply to work at CPLT, we will only use the information you give us to process your application or to monitor recruitment statistics on an unidentified basis. If we want to disclose information to someone outside of CPLT, for example, if we need a reference from your previous employer, we will tell you beforehand. The only exception is where the law obliges us to disclose information to a third party (such as the police) and we are not allowed to tell you.

If you are unsuccessful in your job application, we may hold your personal information after we've finished recruiting for the post you applied for, for up to 6 months to deal with any follow up queries or issues.

If you commence employment with CPLT, your personal information will be processed in accordance with your employment contract and other applicable human resources policies we have from time to time.

Who we share your data with and why

Your data may be shared with our funders to meet funding arrangements which includes meeting certain quality measures. This allows the funder to monitor and track how well we are using the funding. It also allows agencies to work together to ensure that we are meeting your needs. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. At no time will your personal information be passed to organisations for marketing or sales purposes. If you are on a course with us, you may be contacted after you have completed it to establish whether you have entered employment or gone onto further training or education. There may be instances where we have to escalate concerns which could include safeguarding issues, crime and to support the Prevent agenda.

How long do we keep your data?

CP Learning Trust will keep your data for a specified period of time once we have finished working with you. Depending on the nature of the service and our legal obligations this will be a minimum of 6 years but can extend to 10 years for certain types of projects.

Know your data rights

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact our Data Protection Officer: **Sam Jones, CP Learning Trust, L16 South Fens Business Centre, Fenton Way, Chatteris, Cambs, PE16 6TT** or **Email: sjones@cpltrust.net** .

You also have:

- The right to ask for a copy of personal data that we hold about you;
- The right (in certain circumstances) to request that we delete personal data held on you; where we no longer have any legal reason to retain it. (If you have made an enquiry that has not resulted in an enrolment);
- The right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you;
- The right to opt out of any marketing communications that we may send you;
- A right to seek redress, either through the ICO, or through the courts.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>