

SKILLS ACADEMY SOLUTIONS LIMITED

PRIVACY POLICY

May 2018

Date Reviewed	Who - Signature	Date of next review
May 2018	<i>Sue Farrow</i>	May 2019
May 2019		May 2020
May 2020		May 2021
May 2021		May 2022

STATEMENT

Beauty Skills Academy is committed to protecting your privacy. This policy explains how we use the personal data you provide in compliance with UK data protection law and the General Data Protection Regulation EU 2016/679 (GDPR). For the purposes of the GDPR, Beauty Skills Academy is the 'controller' of the personal data you provide to us.

1. Who do we process personal data about?

As a data controller, we process personal data about our clients, business contacts, tutors, learning centre staff, our learners, third party service provider staff, consultants, legal advisors, our staff and other business partner contacts.

2. Why do we need to process personal data?

- We only process personal data where this is necessary for the purposes of fulfilling a service you have contracted to receive
- Establishing or negotiating agreements to providing the services you have requested,
- Promoting our own goods and services
- Managing our accounts and records
- If required by law, including responding to law enforcement authorities and competent bodies to prevent or detect crime, fraud and money laundering

3. The personal data we collect or receive may include the following as applicable:

- Name
- Address
- Email address
- Telephone and mobile numbers
- Age
- Job title
- Employer, organisation or company name
- Bank details
- Your clothes size
- Gender
- Business type
- Your marketing preferences

4. Uses of your Personal Information

Beauty Skills Academy uses your personal information to:

- Establish and deliver the products and services you have contracted to receive, including fulfilment of our own record keeping and regulatory reporting obligations
- Complete payment transactions for goods and services you have ordered such as uniforms and specialist kit
- Respond to your requests to be contacted or answer your queries including if you telephone, email or write to us
- Resolve any complaints or disputes
- Provide you with information such as industry updates, awards, events and news which may be of interest to you

5. Sharing Personal Information

Beauty Skills Academy may share data with trusted partners including:

- Examining bodies
- Provider partners
- Future employers

6. Special category (sensitive) personal data

Beauty Skills Academy may collect and process special category data, only where necessary. The special category data we use is limited to:

- Evidence of physical or mental health or condition required to provide/confirm eligibility for special learner adjustments. This may include evidence of your condition or needs such as a medical report, details of your needs relating to a disability, or learning difficulties. Beauty Skills Academy will not process this information for any other purpose. You have a right to withdraw your consent for processing this special category information at any time except where the processing relates to an overriding legal or regulatory obligation placed upon Beauty Skills Academy. Withdrawing consent for processing medical data may result in the withdrawal or refusal for learning support arrangements.
- Beauty Skills Academy may collect and process information such as race, religion and ethnicity where we are legally required to report on statistics relating to equal opportunities, discrimination and diversity.
- Beauty Skills Academy does not include special category personal information in relation to any automated processing or profiling activities.

7. Marketing

Where you have given your express consent to receive marketing communications, we may use your personal data to send you newsletters, surveys, information about awards and events, offers, and promotions which may be of interest to you.

8. International processing

Where a third-party recipient is located outside of the European Economic Area, we ensure that adequate safeguards are in place to protect your rights over the processing of your personal data, including approved EU contract clauses if the recipient country has not been previously approved by the EU data protection authorities.

9. How long do we retain your personal data?

We will retain your personal data for the duration of your training with us, and for a period of seven years following its termination or expiry, to ensure we are able to comply with any contractual, legal, audit and other regulatory requirements.

10. Security of your Personal Information

Beauty Skills Academy secures your personal information from unauthorised access, use or disclosure. Beauty Skills Academy manage the security of your personal information throughout its lifetime, from creation to destruction. We have robust processes in place to deal with any suspected security incidents that include notifying you and any regulatory bodies where we are legally required to do so.

Our computer servers and applications operate in a controlled, secure environment, protected from unauthorised access, use, disclosure, damage or destruction. Our computers that process your personal data online are routinely monitored.

11. Your Rights

Under the GDPR, and UK data protection law, you have specific rights over the processing of your personal data. These include:

- A general right to be informed about the processing of your personal data
- A general right to have your information processed securely
- A right to request access
- A right to have inaccurate personal data corrected (rectification)
- A right to be informed about how long your personal information will be retained
- A right to request erasure of your personal data if Beauty Skills Academy has no legal, statutory or regulatory reason for processing it

- A right to restrict the processing of your personal information causing, or likely to result in harm or distress
- A right to portability in certain circumstances (i.e. to have your personal data provided in machine readable format to another organisation without constraint)
- A right to have any automated processing and the logic used explained to you.
- A right to complain to the UK data protection supervisory authority (the UK Information Commissioner if you believe your rights have been breached and Beauty Skills Academy has been unable to resolve the issue, and a further right to obtain judicial remedy through the courts if your complaint is upheld. For more information in how to make a formal complaint to the regulator, visit www.ico.gov.uk)
- If you would like to exercise any of the rights listed above, please write to the Beauty Skills Academy Data Protection Officer at the address below. We will explain any applicable exceptions to these rights in our response.

12. Contact Information

Beauty Skills Academy welcomes your comments regarding this Privacy Policy. If you believe that Beauty Skills Academy has not adhered to this Policy, or have any concerns about how we process your personal data please contact us at info@beautyskillsacademy. Or write to us. We will use commercially reasonable efforts to promptly determine and remedy the problem.

Data Protection Officer
Beauty Skills Academy
Canvey Campus
Meppel Avenue
Canvey Island SS8 9RZ

13. Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the company director, or nominated representative