

## Policy Document

### DATA PROTECTION POLICY (GDPR)

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#### 1. Introduction

We are committed to protecting personal data under our custody and we are aware of our legal data protection obligations (including, where applicable, the EU General Data Protection Regulation (“GDPR”) which seeks to protect and enhance the rights of data subjects.

The GDPR, enforceable as of 25 May 2018, builds on various data protection laws in already in place and seeks to promote transparency around what personal data an organisation collects, what it is used for and where it goes.

The privacy notices below set out our privacy practices as to how we may collect, use, and/or share personal data in relation to the provision of our services.

#### 2. The Personal Data We Collect

We collect, control and use limited amounts of personal data and we only collect and use personal data to the extent necessary for us to provide the services that we have agreed to provide to you.

Such personal data may include email addresses, date of birth, prior qualifications held, contact details and personal authentication documentation for certain services in certain jurisdictions.

#### 3. What Personal Data is Used For?

We may collect and process personal data and may use it only for the following purposes:

- **Service Administration:** To administer your contractual relationship with us (including but not limited to apprenticeship Service level agreements/private courses), to facilitate collections and to communicate with you and any of your nominated employees
- **Marketing and Communications:** Tempus may use your personal information to provide or offer you newsletters and promotions, in addition to other marketing communications but such communication will be done in accordance with relevant legislation.

#### 4. What Happens to The Personal Data Once it is Collected?

Personal data may be transferred or made accessible to other departments of Tempus Training. The transfer of personal data within Tempus is based on the Model Clauses. We ensure that security measures are in place in relation to the transfer of personal data and that personal data is processed only in accordance with data protection laws.

Tempus is aware of its obligations surrounding personal data and we only collect and use personal data in order to provide the services that pursuant to a client’s agreement.

## 5. Security

The security and confidentiality of any personal data collected is maintained through its storage in the server, which is both secure and has limited and controlled access.

All data transferred within Tempus Training through a number of security tools including antivirus, content and spam filtering, website protection and browser security; all of which follow industry best practice.

## 6. Minimising Risk

Whilst Tempus Training takes necessary precautions and follows industry best practice to protect its data and that of its clients, due to the nature of cyber threats, through for example phishing and other forms of compromise attacks, risks can never be completely eliminated.

## 7. Retention Policy

Our general rule is that we only collect and use personal data to the extent necessary for us to provide the services that we have agreed to provide to you.

In some circumstances, we may retain personal data for other periods of time, for instance where we are required to do so in accordance with legal, tax and accounting requirements, or if required to do so by a legal process, legal authority, or other governmental entity having authority to make the request, for so long as required.

In specific circumstances, we may also retain your personal data for longer periods of time corresponding to a statute of limitation, so that we have an accurate record of your dealings with us in the event of any complaints or challenges.

## 8. Your Rights

You may, subject to applicable law, have some or all of the following rights available to you in respect of your personal data

- The right to rectification
- The right to erasure
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

If you would like more information about how we process your personal data, please contact our Brighton office:

Tempus Training Ltd ,6th Floor, Victoria House 125 Queen's Rd, Brighton, BN1 3WB, East Sussex

Telephone: 01273 980 243

Email: [s.parker@tempustraining.co.uk](mailto:s.parker@tempustraining.co.uk)

## 9. Changes to this Policy

Please note that we may revise this policy from time to time. We recommend that you review the website from time to time and take note of any changes.

### Version control

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