

Next Wave Training Privacy Policy

Our contact details

Name: Next Wave Training Ltd

Address: Tudor Lodge, Augustine Road, Minster on Sea, Kent ME12 2LX

Phone Number: 07490 680568

E-mail: info@nextwavetraining.co.uk

Website: www.nextwavetraining.co.uk

The type of personal information we collect

We currently collect and process the following information:

- **Email addresses**
- **ID**
- **Physical Addresses**
- **Dates of Birth**
- **Photos**
- **Questionnaires about experience related to the course which are anonymous**

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- **For contacting learners and/or registering them for examinations**

We also receive personal information indirectly, from the following sources in the following scenarios:

- **Email addresses when taking bookings for an online course. Nothing else is collected.**
- **If recording a webinar, we ask permission of the attendees first**
- **If sending marketing materials after a session, we ask permission of the attendees whether we may do this and to keep them informed about future courses. Some of these will have been stored on the Eventbrite website and are subject to their terms**

We use the information given us to update learners with learning session details, changes and updates.

We **never** share this information with other organisations unless the funding for the course has come from them. In this case all learners are made aware if they are not already directed to us via that organisation.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your consent. You can remove your consent at any time. You can do this by contacting info@nextwavetraining.co.uk

We have a contractual obligation.

We have a legal obligation.

We have a vital interest.

We have a legitimate interest.

How we store your personal information

Your information is securely stored on the Next Wave Training Ltd Microsoft SharePoint Business (Secure) System.

We keep any personal information for the time period of the course and any exam information, including ID, for up to 3 years after the final examination has been taken.

We will then dispose this information by digital deletion into the electronic recycling facility and then permanently delete it from there within 2 hours.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@nextwavetraining.co.uk if you wish to make a request or alternatively call us at 07490 680568.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@nextwavetraining.co.uk or alternatively call us on 07490 680568.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>