

## **Sussex Council of Training Providers Privacy Policy**

This is the privacy policy for The Sussex Council of Training Providers (SCTP). It outlines how SCTP, who is the 'controller' of the personal data you provide to SCTP uses any personal information collected from SCTP members and other individuals and organisations who access SCTP services.

There is a separate privacy policy covering visitors to the SCTP website which can be found [here](#).

### **What information is collected?**

When an organisation becomes a member of SCTP, or is accessing SCTP's services, personal data is collected from the membership application form, or directly from the individual, which may include the names, job titles and business contact details of individuals who are identified as being key contacts for their organisation to access SCTP's services. SCTP only processes information which is necessary to establish and maintain membership or provide or administer activities for SCTP members or individuals who have regular contact with SCTP.

### **Why is this information needed?**

The lawful basis for processing this information from SCTP members is under the contract their organisation has entered into by becoming a member of SCTP. The information is processed to enable SCTP to provide a service to its members, to promote these services and to maintain accounts and records. For any data collected and processed from non-members, consent will be obtained in order to use information in the ways outlined in this policy.

### **What happens to the information collected?**

All the data collected by SCTP is processed by people working for SCTP in the UK, however for the purposes of marketing and administration, platforms whose servers may be held outside the EU are used. These platforms are either covered by the Privacy Shield or complying with EU data export restrictions. Further information about the Privacy Shield can be found [here](#). Your data is not shared with third parties, unless permission to share contact details with another party has been given. The SCTP Membership Data Collection & Storage document, outlines where SCTP stores the information which it collects from members.

### **Security**

SCTP is committed to ensuring that information collected is secure. To prevent unauthorised access or disclosure, suitable physical, electronic and managerial procedures are in place to safeguard and secure the information collected by SCTP, including storing any passwords in a secure format.

### **How long is information held for?**

Personal information is kept for the duration of an organisation's membership of SCTP. If an organisation does not renew its membership, data will be kept for up to three years, unless otherwise instructed, to allow businesses to re-join with ease. For non-members information is held for the duration of the working relationship which SCTP has with an organisation or individual, and it will be held no longer than six months after the relationship has ceased.

### **Withdrawing consent**

If an individual wishes to have all their details removed from all the systems which SCTP uses, please contact [info@sctp.org.uk](mailto:info@sctp.org.uk). Unsubscribing from the email mailing list will only remove an individual's information from receiving emails, not from the other systems used by SCTP.

**Access to information and correction.**

Individuals have a right to request a copy of the information that SCTP holds about them. Anyone who would like a copy of the personal information which SCTP holds on them can email [info@sctp.org.uk](mailto:info@sctp.org.uk). SCTP wants to ensure that the personal information held on its systems is accurate and up to date. Individuals can email [info@sctp.org.uk](mailto:info@sctp.org.uk) to request SCTP to correct or remove information which they think is inaccurate.

**Changes to this privacy policy**

SCTP reserves the right to amend this Privacy Policy at any time, for any reason. Notice of such amendments will be posted as an updated Privacy Policy on the SCTP website at [www.sctp.org.uk](http://www.sctp.org.uk) and an effective date will be indicated. This privacy notice was last updated on 28 April 2021.

**How to Contact SCTP:**

Please contact SCTP if you have any questions about this privacy policy or information held about you:

SCTP, c/o Campus Training, Norfolk House, Norfolk Way, Uckfield, TN22 1EP

Email: [info@sctp.org.uk](mailto:info@sctp.org.uk)