



Privacy Notice – Hanen LLLI

Participant

Communicate SLT CIC takes the privacy and security of your personal information very seriously. This notice explains how we use and store the information provided to us in the delivery of Hanen Learning Language and Loving It (LLLI) and what information is shared.

What data will be used?

Communicate programme leaders will have access to:

- Participants names, job titles, contact details, e.g. phone number and email, training and support records, e.g. attendance register, information about the support provided.
- Relevant information about progress and feedback received from the child, parents and early years practitioners.
- In addition, Communicate’s programme leaders will take and review video recordings of participants interacting with children within the nursery.

Why we collect information

We use this information to:

- Notify participants of training and video review session times.
- Gain feedback from participants.
- Provide information to the evaluators National Centre for Social Research (NatCen) about attendance and the support provided.
- Provide anonymised information about the reach, effectiveness and impact of our services.
- Support participants self-reflection and that of all participants in the Hanen LLLI training.

Processing this personal information is necessary for us to fulfil our contract with the Education Endowment Foundation who are funding this evaluation trial and to comply with our obligations as Hanen licensees.

How we store your information

As part of our commitment to protecting the security of any data we process, we have created a Privacy Policy to ensure we comply fully with the rules and legal conditions in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

In addition, we have put further security measures in place to avoid data from being accessed, damaged, interfered with, lost, damaged, stolen or compromised. In cases of a breach, or suspected breach, of data security you will be informed, as will any appropriate regulator, in accordance with our legal obligations.

Office Address: Unit 29, Enterprise Centre, Lytham Road, BLACKPOOL, Lancashire, FY4 1EW

t: 01253 462123 **e:** enquire@communicate-slt.org.uk **w:** communicate-slt.org.uk

 @communicateSLT  CommunicateSLtCIC



Sharing your data

As part of the training, a short video clip showing participants interacting with children will be taken and with your permission, will be viewed by other training participants in the workshops. All video recordings taken for the purpose of the training will be deleted at the end of the evaluation trial i.e. July 2021.

Attendance data (including name, job title, place of work, training attendance) will be shared with the evaluators, for the purpose of their independent evaluation of the randomised control trial of Hanen LLLI.

Any other data that is shared with third parties is restricted to those who have a business need, in accordance with our guidance and in accordance with the duty of confidentiality.

Your rights in relation to your personal data

Under certain circumstances, by law you have the right to:

- Request access to your personal data.
- Request correction of incomplete or inaccurate personal data we hold about you.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request the restriction of processing of your personal data.
- Withdraw your consent to the processing of your personal data.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that is inaccurate, and you have the right to request to be forgotten by us. You also have the right to request a copy of the information that we hold about you. To exercise any of your rights, please contact us by emailing enquire@communicate-slt.org.uk.

How to contact us

Please contact Caroline Coyne, Director of HR and Operations at enquire@communicate-slt.org.uk or call 01253 462123 if you have any questions about our privacy policy or information we hold about you.

Communicate SLT CIC is registered with ICO (Information Commissioner's Office). The ICO enforces the Data Protection Act 1998 and General Data Protection Regulation in the UK. Our registration number is ZA070366.

If you have any concerns or comments about how we use information, we would like to hear from you. Alternatively, you may contact the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues for guidance and advice, or to lodge a complaint.

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