

## Privacy Notice – Training participants, 2024

Communicate SLT CIC takes the privacy and security of your personal information very seriously. This notice explains how we use the data provided to us during the delivery of training or coaching. Also, what information we will share and with whom.

### What data will be collected?

Communicate employees will collect, store and use the following data about you:

- Training participants names, role, contact details, e.g. phone number and email, training attendance and information about the support provided.
- Relevant information feedback received from the training participant about their own experience, changes in their practice and their observations about impact on children and others.
- Training participants are often asked to record and share videos of themselves interacting with children to support reflection.

### Why we collect information

We use this information to:

- Notify participants of training and coaching session times and help with the booking process.
- Support participants learning and self-reflection and the learning of other participants taking part in their programme.
- Gain feedback from participants to help with quality assurance and also to pass onto evaluators and funders.
- Provide anonymised information to the evaluators, funders and / or commissioners about engagement and attendance, the support provided, practice changes, video scoring and perceived outcomes and impact.

Processing this personal information is necessary for us to fulfil our contracts with training funders or commissioners, and we have a legitimate interest to process your information in order to deliver and complete the project and provide you with the best service we can.

### 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.

We will not use your information and data to make automated decisions about you or profile you.

### **Sharing your data**

Information about events, workshop and coaching sessions engagement and attendance and information supplied by the participants, e.g. name of the participant, setting, status and address is shared with evaluators, funders and / or commissioners.

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.

### **Transferring your information outside of UK**

As a part of our processing activities we will transfer your information outside of UK to the following European Union countries:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

There are adequacy decisions in respect of those countries. This means that the countries to which we transfer your information are deemed to provide an adequate level of protection for your personal information.

### **How long we store your information?**

We intend to retain and store your information for the duration of the project and evaluation. When the project and evaluation are complete, we will securely delete your information.

### **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](mailto:enquire@communicate-slt.org.uk).

### **How to contact us?**

Please contact Caroline Coyne, Director, at [enquire@communicate-slt.org.uk](mailto: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. The ICO may be contacted at:

Online: [www.ico.org.uk](http://www.ico.org.uk)

Post: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545745 (national rate)

**t:** 01253 462123    **e:** [enquire@communicate-slt.org.uk](mailto:enquire@communicate-slt.org.uk)    **w:** [communicate-slt.org.uk](http://communicate-slt.org.uk)

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