



# Kate's Training CIC

## Learner Privacy Policy

### **Learner Privacy Notice Statement:**

We process your personal data and special category data (to make reasonable adjustments) under the General Data Protection Regulation (GDPR) and regulatory requirements specified by the Regulatory Organisation First Aid Awards (FAA).

- We will collect, process, and store your personal or special category data only for delivery, assessment, and award of the qualification/course you have chosen to undertake.
- We will not pass or sell your personal and special category data to any other person or organisation outside of the administration and award of the qualification/training of your choice.
- We will collect the following details: your name, date of birth, and email address to administer the award/certificate for the qualification/course you have chosen.

### **We will undertake the following administrative activities to the process and transfer your personal and special category data:**

- We will collect your name, date of birth, and email address to administer, award, and certificate the qualification/course you have chosen to undertake.
- We offer you the ability to apply for a reasonable adjustment should you have a disability, learning need, or medical condition that may affect your ability to undertake the qualification's assessment. The data collected for this purpose is called special category data. We will only collect and process this special category data when provided by you and for recording and awarding reasonable adjustments for the qualification/course you are undertaking when you provide the data.
- We will not use such personal and special category data for any purpose other than the delivery, assessment, administration, and quality assurance of the qualification/course undertaken and for maintaining appropriate records in line with Regulatory Body requirements.
- During course delivery, personal and special category data are collected within course paperwork/documentation.
- We will transfer the data to our online administration system, and all records will be maintained and disposed of in line with our Data Protection Policy.
- Where a certificate is issued by an awarding body, usually, in the case of a regulated qualification, we will be required to securely transfer your personal data to the awarding body for them to issue your certificate. We will only use data for this purpose and anonymised statistics requested by the Regulatory Bodies.
- We are required to respond to information requests from Regulatory Bodies. Should your data be required to be transferred to the Regulatory Body, we will do so in line with its Data Protection Policy. We will use the same process if we are legally required to transfer data as part of a legal investigation to a legal authority.
- If you have not reached the age of 16, consider discussing this Privacy Notice with your parent, guardian, or carer.

Kate's Training CIC is a community interest company limited by guarantee and registered in England and Wales (Registration number 15816406).



- We will retain your personal and special category data indefinitely to confirm your achievement at any point in the future, should it be required. You can ask us to delete your data at any stage.

**Under the GDPR, you have certain rights regarding your personal and special category data. Not all GDPR rights are applicable due to the limited way in which we hold and process your data, but the following rights are appropriate:**

- **Right to access to the information we hold on you.** This will be provided free of charge within one calendar month of your request.
- **Right to rectification.** Should any data Kate's Training CIC hold on you be incorrect, you have the right to rectify this. We will always strive to enter data accurately, but should you notice an error, don't hesitate to **contact us** by email: Kate Gorski at [kate@katestraining.uk](mailto:kate@katestraining.uk) and mark as 'Strictly Private and Confidential' or phone 07362512257 or 01617062276.
- **Right to erasure.** We are required to process your personal data (name, email address, date of birth, gender, and postcode if given) and special category data (in the case of a reasonable adjustment for award due to a medical condition, disability, or learning need), to administrate your qualification/training award. We are also required to maintain the records of your training. Should you wish for us to delete your data, we will do so upon reasonable request, providing it is no longer required to maintain a record of your training.

The **policy holder and Data Protection Officer (DPO)** within our company is **Kate Gorski**.

The policy should be read with other organisational policies. We will review this policy every 12 months from last review/approval and as and when required.

**Policy Team:** Kate Gorski, Piko Choi, Damian Gorski, Katherine Metcalfe.

**Last policy review** on 25/11/2025.