

# **Functional Skills UK Ltd – GDPR.**

## **GDPR Privacy Notice:**

### **Your Personal Data:**

#### **What we need?**

Functional Skills UK Ltd will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location-based information. This does however include name, address, email etc.

#### **Why we need it?**

We need to know your basic personal data in order to provide you with information regarding our classes and learning programmes. We will not collect any personal data from you we do not need, in order to provide and oversee this service to you.

#### **What we do with it?**

All the personal data we capture is processed by our own staff to support the services we provide for you when accessing the services of the Functional Skills UK Ltd. However, for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

#### **How long we keep it and why?**

We will retain your information after you stop learning with us or accessing our services (unless you inform us that you would like us to delete your information). We will retain your information to update you on the learning opportunities we offer. We will never pass your details onto any third party.

You can unsubscribe at any time via phone or email. Please indicate below if this is something you would like to sign up to.

#### **What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is Charlie Dew and you can contact her on [charlie@swimuk.org](mailto:charlie@swimuk.org)

**How long we keep it**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

**Special Note**

Swim UK, Pavilion Training and Gym UK are trading names of Functional Skills UK Ltd.