



# Vocational Courses Privacy Notice

This notice tells you about how we collect, use and store your personal information when you book on the BECTU hosted vocational course. When you interact with us certain information is collected by BECTU about you and kept on a secure database.

## About BECTU

BECTU is a sector of Prospect. In accordance with guidance issued by the Information Commissioner's Office (ICO), Prospect is a "data controller" for the purposes of your personal data. Prospect's main privacy policy can be found at [www.prospect.org.uk/privacy](http://www.prospect.org.uk/privacy). Prospect is committed to protecting your privacy and complying with our obligations under the GDPR and Data Protection Act 2018.

## Scope

This privacy notice covers all members and non-members who book onto a vocational course whose personal data is collected, in line with the requirements of the GDPR.

## Responsibilities

The Training Department is responsible for ensuring that this notice is made available to students prior to Prospect collecting/processing their personal data.

All staff of Prospect who interact with data subjects are responsible for ensuring that this notice is drawn to student's attention and their consent to the processing of their data is secured.

## Purpose for Processing

The data that you have provided or your company has provided is to fulfil our contractual obligations and the processing of the data supplied by you is necessary for the performance of the contract to which you have entered into with Prospect/BECTU. We also have a legitimate interest in promoting vocational training within the BECTU Sector.

The personal data we will collect from you are:

- Name
- Contact Details
- Email
- Job Title
- Company Details
- Photograph
- Union membership number

- Bank Details
- Qualifications
- Age
- Language

The only information kept by BECTU will be your name, membership number, email, delivery address.

The categories of special personal data we collect are: age; race; ethnicity; sexuality; disability; trade union membership. This is to comply with our contractual obligations with ULF funding requirements, and we are committed to the 2010 Equalities Act; however as special data individuals have the option to “prefer not to say”.

The personal data we collect will be used for the following purposes:

- Administer your online booking; contact you with regard to any matter arising from your booking, or attendance at our event.
- Distribute a delegate list to the course tutor
- To process the payment fee for the course
- To keep a record of course attendance by the completion of sign in sheets
- To inform you of your assessment results, if applicable
- Equality monitoring
- Advise you of forthcoming related courses or future BECTU events

The data we hold will not be given to any third parties other than those mentioned in this notice and will be stored securely.

### **Third parties**

Third party organisations and individuals we use and who will receive data are as follows:

- Union Learning

Courses run in England are administered with the support of the Union Learning Fund (ULF). As part of the Funding requirements, the Union is obliged to collect Equality and Diversity information, wherever possible. This is anonymised and shared statistically with the ULF. In line with the Funding requirements, this information is kept for 10 years.

- Course Tutors

Outlined below are the details of the tutors we share the delegate list with, depending on the course you have signed up to:

C&G 7909 (1 and 3 day course)	James Eade
Emergency First Aid at Work	Lazarus Training
Finance for Freelancers Beyond Redundancy	David Thomas
Maximising Your Online Presence Build a Website in a Day	Liz Hardwick

Euroscript	Theresa Boden
TV Researchers	Pam Relton
Adobe After Effects (intro & intermediate)	Richard Hughes
BAME hair & makeup	Joy Daphney Djadi/Kamanza Amihyia
Production Management course	Addie Orfila
C&G Safeguarding	Arlene de Cruz

## **Consent**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified. Consent is required for Prospect to process both types of personal data, but it must be explicitly given. Where we are asking for sensitive personal data we will always tell why and how the information will be used.

You may withdraw your consent at any time by contacting the Training Department or our Data Protection Compliance Officer.

## **Retention Period**

Your data will be retained for the following periods:

Prospect will retain other data for non-ULF courses for 3 years

Union Learning Fund related data will be kept for 10 years

## **Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Prospect refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated above) in the processing of your personal data.

## **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by Prospect (or by third parties) or how your complaint has been handled, please contact the Prospect's Data Protection Compliance Officer.

- Prospect, New Prospect House, 8 Leake Street, London. SE1 7NN
- Email: [datacompliance@prospect.org.uk](mailto:datacompliance@prospect.org.uk)
- Phone: 0300 600 1878

You also have the right to lodge a complaint directly with the supervisory authority, the ICO Information Commissioner's Office (ICO)

- Wycliffe House, Water Lane, Wilmslow, SK9 5AF
- <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113
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