

Advocate Training Privacy Policy

Advocate Training will comply with applicable GDPR regulations as a data processor and data controller.

Advocate Training is committed to ensuring that your privacy is protected. Our full privacy notice describes how we use the personal information that we collect from you, or that you provide, when you use our training and consultancy services that we provide; or communicate with us.

Our Policy

We have adopted a company-wide approach to GDPR.

These include:

- Updating and amending our terms and conditions, customer agreements and privacy statements to bring them in line with the GDPR legislation
- Reviewing our processes for collecting personal data to ensure we have permission to use any personal data that we hold
- Updating our internal policies and practices to respond to GDPR requirements

Our commitment

- To ensure our own compliance as a company that holds and processes individuals' personal data.
- To ensure our partners and suppliers adhere to the highest standards of compliance

Information We Collect

Information that you provide directly

We collect personal information from you:

- Through the use of forms, which may be on paper or on our Website when you sign up to our newsletter
- if you choose to provide us with information when you use our Website or access our Services;
- when you communicate with us for any reason, including by email, postal mail or telephone, and when you use our Services.
- Information that you provide when you complete a course feedback form

Information that we obtain from third party sources

We may receive personal information about you from your employer if they enroll you on a course

We collect only the minimum amount of information required to enable us to provide the requested service

We only use the information we receive from these third parties as set out in this Privacy Notice.

Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to provide our Services to you. In addition, we may use the information for the following purposes:

- to provide you with information or Services you request from us
- to provide you with our hints and tips and newsletters

In general, we will use any of the information we collect from you only for the purposes described in this Privacy Notice or for purposes that we explain to you at the time we collect such information.

If you do not want us to use your data for any marketing purposes, you will have the opportunity to withhold your consent to this when you provide your details to us.

Consent can be varied online via our website.

Storing and Retaining Your Personal Data

The personal information you provide to us via the website is stored within secure servers in the UK. Other information is held securely on our servers and is backed up securely. We use appropriate technical and organisational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information.

We retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements).

When we have no ongoing legitimate business or statutory need to process your personal information, we will either delete or anonymise it.

Disclosing Your Information

We do not disclose your personal information to any company or third party.

Legal Basis

Our legal basis for collecting and using personal information will depend on the personal information being collected and the specific context in which we collect it.

We will normally collect personal information from you only:

- where we need the personal information to perform a contract with you (for example, to enroll you into a course or provide you with learning materials)
- where the processing is in our legitimate interests and is not overridden by your rights
- where we have your consent to do so

In some cases, we may also have a legal obligation to collect personal information from you.

If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as of the possible consequences if you do not provide your personal information).

If we collect and use your personal information in reliance for our legitimate interests, this interest will normally be to operate our platform and communicating with you as necessary to provide our services to you and for our legitimate commercial interest. This includes, when responding to your queries, undertaking marketing, or for the purposes of detecting or preventing illegal activities. We may have other legitimate interests and if appropriate we will make clear to you at the relevant time what those legitimate interests are.

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us using the contact details provided below.

Data protection rights

You have the following data protection rights:

- If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting us using the contact details provided below.
- In addition, you can **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information. Again, you can exercise these rights by contacting us using the contact details provided below.
- You have the right to **opt-out of marketing and telemarketing communications** we send you at any time. You can exercise this right by clicking on the link in the marketing e-mails we send you and within our Websites.
- Similarly, if we have collected and process your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

To contact us:

Tel: 01621 892800

Email: information@advocatetraining.com

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