

# DATA PROTECTION: HOW WE LOOK AFTER YOUR DATA.

## How we look after your data.

We process information relevant to the above reasons/purposes. This may include:

- personal details
- business activities of the person whose personal information we are processing
- training details
- education and employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin

Who the information is processed about

We process personal information about:

- customers
- clients
- students
- trainers
- employees
- professional advisers and consultants
- complainants, enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- business associates and other professional advisers
- educators and examining bodies
- current, past or prospective employers
- family, associates and representatives of the person whose personal data we

are processing

- employment and recruitment agencies
- suppliers and service providers;
- persons making an enquiry or complaint
- other companies in the same group

Trading and sharing personal information

Personal information is traded and shared as a primary business function. For this reason the information processed may include name, contact details, family details, financial details, employment details, and goods and services. This information may be about customers and clients. The information may be traded or shared with business associates and professional advisers, agents, service providers, customers and clients, and traders in personal data.