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Privacy Notice

New data protection legislation came into force in May 2018 which aims to protect people's privacy. The new law applies to all public bodies, businesses and other organisations that process personal data. The legislation comprises the General Data Protection Regulation (GDPR) which came into force on 25 May 2018 and the new Data Protection Act (DPA) 2018 which received Royal Assent on 23rd May 2018. Its aim is to provide a single regulation across the European Union (EU) and place obligations on organisations that operate outside of the EU but provide goods or services to EU citizens.

McArthur Dean takes the security of personal information seriously and will look to support all of the GDPR principles and ensure the protection of your personal data.

Therefore, when using this website, McArthur Dean we will endeavour to:

- a) process all personal data fairly, lawfully and in a transparent manner. We will inform you of what we process and request consent.
- b) only collect and process personal data for specific, relevant purposes. We will also collect data requested by ESFA on behalf of the Secretary of State for Education for training, assessment, quality assurance, funding and audit purposes.
- c) only use the data for the purposes necessary as requested by the ESFA on behalf of the Secretary of State for Education for training, assessment, quality assurance, funding and audit purposes.
- d) hold relevant and accurate personal data, and keep it updated wherever possible
- e) will not keep personal data for longer than is necessary
- f) keep all personal data secure
- g) ensure that accountability and responsibility for compliance lies with the Directors of McArthur Dean Training.

Personal data we will gather (for potential learners) includes name, date of birth, national insurance number, address and education and employment history. We will store all this information securely both electronically and in hard copy format.

We will use the data you give to us to help us provide information, support and services to you. We may send you promotional materials and relevant information on the services we offer. We may contact you by email, letter, text or telephone, with your permission.

We will collect only information we have been given consent for. Apprentices will be given a Privacy notice issued by the ESFA and complete records of consent. We will keep copies of these records.

We will continue to make our stakeholders aware of the information we need to keep on them and request their permission. We will also ensure that any requested changes to permissions or personal information is dealt with quickly and efficiently.

A handwritten signature in black ink that reads "Audrey Dawson". The signature is written in a cursive style with a horizontal line underneath the name.

Audrey Dawson
Director
26th May 2021