



Privacy & Data Protection Statement



07968 867636 | www.primerastraining.co.uk | enquiries@primerastraining.co.uk

Personal data is data which by itself or in conjunction with other data can be used to identify individual people.

Who we are

We are Primera Training, the data controllers.

Lawful Basis

Our lawful basis for processing personal data is legitimate interests, that being the normal operation of our core business as would reasonably be expected.

Personal Data Collected

We collect just enough personal data to enable us to operate our business effectively, and no more. This includes the name, job function, telephone numbers and email addresses of key contacts at organisations who choose to do business with us, and the names and sometimes contact details of delegates who attend our training sessions.

How the Data is Used

We use the data to contact people in relation to our business, record attendance, or make payments.

We do not analyse the data or use it for any non-obvious reason.

Sharing of Data

We do not pass on any personal data that we collect to other organisations, except for passing contact information between individuals when necessary to facilitate normal business operations, for example, passing the name of a training instructor to a client and vice versa.

Data Storage & Retention

Personal data is stored on devices which have virus protection and/or two factor authentication to prevent unauthorised access.

We retain the data until we no longer expect to have the need to contact the person again.

Your Rights

In most circumstances, you have the following rights;

- To be informed of all personal data that we hold about you, and how we use it.
- To access personal data pertaining to you.
- To have your personal data corrected if it is inaccurate.
- To have your personal data erased (the right to be forgotten).
- To restrict the processing, we are allowed to do with your personal data.
- To object to us processing your personal data.
- To complain to a supervisory authority such as the UK Information Commissioner's Office.

We aim to respond to any requests received fairly and without delay.