

# **SKYLARK TRAINING GDPR POLICY & INFORMATION**



May 2018

## ***Where I get personal data from –***

- Official Nuco course paperwork – register, assessment sheets, learner booklet (covered by Nuco policy).
- Skylark register to give consent for continuing contact & photographs.
- Initial email conversations when dealing with enquiries & making course bookings.

## ***Who I share it with –***

- Learners names are inputted to the Nuco online system in order to process certificates (covered by Nuco policy).
- No-one else!!

## ***What I do with it –***

- Send quarterly newsletters containing First Aid updates, changes & news.
- Very occasional marketing emails advertising relevant courses, offers etc.
- Contact course organisers to re-book when previous courses are reaching their expiry.

## ***How I store personal data –***

- Written official Nuco course paperwork is stored in a locked filing cabinet with 1 key held by me. This is held for 7 years.
- Written Skylark paperwork is stored in a locked filing cabinet with 1 key held by me. This is held for 7 years.
- Email addresses are stored on an Excel file on my password protected laptop.
- Email addresses are also stored on the Mailchimp website as I use this tool to send Newsletters etc.

## ***How I dispose of personal data –***

- Written data is shredded and then recycled or put in my garden compost bin!
- Electronic data is deleted from files then deleted from the 'recycle bin'.

## ***Your rights –***

- You can request to see any data I hold at any time & I will respond in timely manner.
- You can request for any data to be destroyed at any time & I will do this following my procedures above.
- You can 'unsubscribe' at any time from my email list. This will then permanently remove it from both my Excel & Mailchimp lists.

### **Actions I've taken following GDPR introduction in May 2018 –**

- Specific 'register' for learners to tick 'yes' or 'no' to both their email address being kept on a password protected computer & used for email newsletters & marketing & to having their photograph taken & used solely for Skylark marketing purposes.
- I've completed the ICO (Information Commissioners Office) registration questionnaire & I am not required to register as I only process data for "accounts or records (invoices & payments), advertising, marketing & public relations in connection with my own business activity".
- May 2018 Newsletter to existing people on my email list contained a specific section outlining the above & asked recipients to 'unsubscribe' using the very clear link should they wish for their data to be removed & disposed of & for me not to contact them again.
- Facebook post – copy of May Newsletter.
- I now carry a printed copy of this document along with the Nuco documents to all training courses so it is accessible for learners to read.