



Environmental Excellence
Training and Development Ltd

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Centre - Privacy Policy

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At Environmental Excellence Training & Development Ltd. (EETD), your privacy is top priority and we are committed to being a good steward of your Personal Information. We will handle it in a responsible manner and secure it with administrative, technical and physical safeguards.

This document sets out how we will comply with the General Data Protection Regulation (EU) 2016/679 (GDPR) and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

EETD is an organisation registered with the Information Commissioners Office: registration number - ZA051899.

EETD is a Private Limited company and its registered address and head office is
2 Speakers Close
Tividale
West Midlands
B69 1UX

The Centre believes in being honest, direct and transparent when it comes to your data and follows three guiding principles when it comes to your privacy:

- **Transparency.** We work hard to be transparent about what Personal Information we collect and process.
- **Simplicity.** We try to use easy-to-understand language to describe our privacy practices to help you make informed choices.
- **Control.** We give you control over the Personal Information you provide to us, and how it is used, shared, and retained.

Other Important Things for You to Understand When You Use Our Services

You always maintain ownership of your Data: you can manage it as described in this Statement.

You should feel confident and informed about how we use your Personal Information. Our full Privacy Statement is below and we encourage you to read it.

Effective Date: 18th December 2019

EETD Privacy Statement

1. Introduction

At EETD, we collect process and store your Personal Information for registration, assessment and identification purposes. You use our website, paperwork and EETD personnel (collectively our “Services”). Personal Information is information that can identify you, such as your name, email or street address, or it may be information that could reasonably be linked back to you. This Privacy Statement describes our practices for collecting, storing and processing your Personal Information and the controls we provide to manage it within our Services.

2. Registration Creation and Your Engagement with EETD

The Personal Information required to create a registration with the Centre and WAMITAB is:-

your name;

home & work address;

company name;

date of birth;

email address;

telephone number;

gender & ethnicity.

Registration creation also requires you to agree to the Privacy Statement when you sign the registration document.

By signing you are telling us that you consent to EETD collecting, processing, and sharing your Personal Information as described in this Privacy Statement and in any other documents referenced in this Privacy Statement.

3. What Information Does EETD Collect From You?

The table below describes the information we collect from you to provide the Services. In this Privacy Statement, we refer to this as your “Personal Information.”

Information category	Use Description
Account Information	<ul style="list-style-type: none">• Your name• An email address• A password that you provide us with so that you may log in and check your personal file.

Information category	Use Description
Credit Card/Payment Information	<ul style="list-style-type: none"> • Mobile phone number that you may voluntarily provide so that we may make personal contact with you • Payment information, such as your credit card number, and your billing and shipping address(es), when you pay for your registration or statement of account.
Additional User Information	<ul style="list-style-type: none"> • Information that you provide to us when there are multiple company addresses. • Our interactions with other organisations involved in the EETD services are governed by the privacy statement of the applicable third-party company.

4. How does EETD use your Personal Information?

Information category	Use Description
Personal Information (generally)	<p>We use your Personal Information to provide, personalize, improve, update and expand our Services. This includes:</p> <ul style="list-style-type: none"> • Authenticating your access to the Services and improving EETD information security; • Processing your payments for products and services; • Detecting and protecting against error, fraud, or other criminal or malicious activity and enforcing our Terms and Conditions.
Communications	<p>We use your Personal Information to communicate with you about the Services, such as when we:</p> <ul style="list-style-type: none"> • Respond to your inquiries. • Inform you of product changes or new products and services; • Provide you with information or request action in response to technical, security, and other operational issues. •

5. Expanding Sharing of Personal Data:

Learners' personal data will be passed to WAMITAB and accredited personnel for purposes of assessment/exam results and processes to produce certificates thereof.

At sign up you will be given a copy of WAMITAB's Fair Processing Notice which sets out the Awarding Body's procedures to protect your data.

Government funded courses will require that learners information be shared with the Education & Skills Funding Agency.

Personal data will also be shared with the above for quality and monitoring purposes, appeals procedures and for no other reasons than previously stated.

6. Learner Access to Own Data:

As previously stated in this document, learners may have access to their own data on our website by means of a password. This is a secure part of the site, and not available to others.

7. Length of Time Data is Retained:

Paper data for regulated, non-regulated and funded programmes is kept for 3 years. Electronic data is securely stored indefinitely.

8. Complaints:

If you have reason to believe that your data protection rights have been breached and we have been unable to resolve the issue, please visit <https://ico.org.uk/concerns/>

9. Changes to Our Policy:

Any changes we may make to this Policy in the future will be posted on our website. Please check regularly - this is your responsibility.

Special Note:

Portfolios of evidence required to complete any award or course, remain the property of the Learner. In an exceptional case, the stated portfolio and documents therein may become the temporary property of the Assessment Centre or the Awarding Body.

At no time would either the Employer/Client or the Assessor have any right(s) of ownership.