

Confidentiality Policy

Talented Training acknowledges that all personal information is highly sensitive and should be handled carefully.

Talented Training is committed to respecting the confidentiality of learners, parents, employers and other organisations (*from here on in collectively referred to as third party(ies)*).

Talented Training will only collect information that our Government Funded courses require for eligibility and compliance.

Learners have the right to decide what information they share with Talented Training. They also have the right to know what information is held about them and can make an Access Request to see what information is held (this may incur a small fee).

Talented Training staff will only divulge personal details of third parties in accordance with the Data Protection Act. Talented Training will ensure that all staff are aware of our commitments under the Act.

Our commitments are:

- ▶ To not use personal data held for any purpose other than that required for the statutory functions of organising information, training, statistical and advice services for third parties.
- ▶ Where disclosure of personal data is permitted, the processing will always be done in a way that is fair to the person to whom the data relates.
- ▶ To always ensure that a signature is obtained from individuals for processing of personal data which confirms that their permission has been granted.
- ▶ To gain consent from third parties for every additional type of purpose for which the personal data may be used.
- ▶ To tell all third parties as comprehensively as possible what happens to their data.
- ▶ To obtain consent from third parties to publish their details on the Internet (Where Applicable).
- ▶ To only publish information on the Talented Training (www.talentedtraining.co.uk) website
- ▶ Talented Training will encourage those with concerns to contact. Gov.uk where all instructions for concerns can be found.
- ▶ Talented Training will provide as much information as possible about the concern to enable. Gov.uk to conduct appropriate enquiries.

Talented Training complies with the requirements of the ICO (Information Commissioners Office) and GDPR 2017

The **GDPR** is Europe's new framework for data protection laws – it replaces the previous 1995 data protection directive. ... The EU's **GDPR** website says the legislation is designed to "harmonise" data privacy laws across Europe as well as give greater protection and rights to individuals.⁴ Jun 2018