

Privacy Notice - Training Centre

Introduction

Cable Services Limited takes your privacy very seriously. This Privacy Notice is intended to set out your rights and if you need more information, please contact: j.morgan@cableservices.co.uk.

The controller of your information is Cable Services Limited.

Our personal information handling policy and procedures have been developed in line with the requirements of the 1995 European Union Data Protection Directive (Directive 95/46/EC) and the General Data Protection Regulation (in force from 25 May 2018) and applicable national law.

1. What information do we collect?

We collect and process personal data about you when you initially apply to the courses Cable Training Services Limited run and during the course

- Personal information contained within your CV,
- Your professional experience;
- Your employment information;

2. How do we use this information and what is the legal basis for this use?

We process the personal data listed above for the following purposes:

- To evaluate a candidate's suitability for the course.

3. With whom and where will we share your personal data?

In order to progress the candidates application for the course, Cable Services Limited must share the information with the organisation running it, as they will have the final say on whether the candidates experience meets their criteria for working with their products. The results of the course may be shared with the employer responsible for paying for the course.

4. How long will you keep my personal data?

We will not keep your personal information for any purpose for longer than is necessary. It may be necessary to pass on product information related

5. Where is my data stored?

The personal data that we collect from you will be stored on Cable Services Limited's servers and won't be transferred outside the European Economic Area ("EEA"). The organisations who run the courses have had their GDPR/data protection policies checked and have been found to be compliant.

6. What are my rights in relation to my personal data?

Where your data has been collected and is being processed after consent has been given, you can withdraw that consent at any time. This is not applicable where data is required for a contract, legal obligation, or legitimate interest.

If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it.

You also have the right, with some exceptions and qualifications, to ask us to provide a copy of any personal data we hold about you.

7. Where can I find more information about Cable Services Limited handling of my data?

Should you have any queries regarding this Privacy Notice, about Cable Services Limited processing of your personal data or wish to exercise your rights you can contact Cable services Limited using the address in the introduction. If you are not happy with our response, you can contact the Information Commissioner's Office: <https://ico.org.uk/>