



General Data Protection Regulation (GDPR)

Marketing - Privacy Notice

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Mission

To create and sustain a safe environment where staff can deliver an innovative, challenging, quality, exciting and inspiring learning experience that meets the needs of learners, non-learners and employers in our local communities.

Values

Maximising learner / customer success and achievement through innovative delivery to improve individual's life chances and / or employment opportunities, in a safe, secure and nurturing environment underpinned by our specific values of:

Respect, Honesty, Trust, Openness, Equality of Opportunity for all.

Vision

Through a socially inclusive approach, we will provide high quality learning and training support, to equip individuals with the skills for future employment, further development and or Further Education.

Nova Training are committed to delivering excellence, providing the best possible experience and effective IAG for all of our learners and staff alike; with a strong emphasis on Equality and Diversity and a commitment to **Safeguarding** all of our learners / customers to ensure they feel safe, and are safe. We aim to be a high-performing organisation with a passion for learning and a dedication to become the training provider of choice.

GDPR Marketing - Privacy Notice

This Privacy Notice tells you what to expect in relation to the personal information about you which is collected, handled and processed by Nova Training.

In the matter of any marketing data collected by Nova Training of 3 Lower Lichfield Street, Willenhall, WV13 1PX the company is the Data Controller.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. Currently, the Data Protection Act 1998 applies. With effect from 25th May 2018, the General Data Protection Regulations (“GDPR”) will come into force, which will change the law.

The information we may collect

The information about you we may collect, hold and process is set out below:

Information collected and processed for finding you a suitable job role is as follows:

- Your name
- Your address
- Your email address
- Your telephone number
- CV/work history
- Job / training preferences including role, geographical areas and salary
- Any other information you provide, for example, education or training certificates

How we use the information

The above information is used to provide you with information about our courses, employment / apprenticeship opportunities and general updates that are available to you via our capacity as a training provider and employment agency. These updates are to assist you in securing a suitable training course or employment. We will only send you information on the specific areas you have declared as an interest.

The information under A above may be used as follows:

- To match your skill sets with job / apprenticeship vacancies to assist in finding you the positions that most suit you.
- To give you information on and match you to a suitable training course.
- To put forward your details to our clients and prospective employers for you to be considered for vacancies.
- To place you with our clients and prospective employers.
- To keep you informed of available opportunities as they arise.
- To keep you informed of the services offered by us.

How we hold the information

All the personal data we have is stored in either our database in the UK or where we use a data processor for example for our IT systems, email marketing system we will ensure that your information remains within the EU and manage the relationships with our processors through a service level agreement to ensure your data is protected.

Disclosure of your information

Your application / CV and related information may be shared with or sent to prospective employers if you have applied for a job or apprenticeship. Once you have secured a position additional information will be provided to them to enable the placement to proceed. Such employers will be located inside the European Economic Area (EEA), once you are employed in the placement the company you are placed with will then become a data controller of your personal data. Personal data provided to us shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

What is the legal basis for processing the information?

We will rely on the basis of a legitimate interest to process the information which is collected at the outset from our marketing and recruitment processes.

Once a position or course has been found for you, we will provide you with a relevant copy of the applicable privacy notice.

Your rights

You have the right at any time to ask for a copy of the information about you that we hold. At this time, we have the right to charge an administration fee for this service.

When the GDPR comes in to force, we will no longer have the right to a charge fee.

If you would like to make a request for information please email dataprotection@novatraining.co.uk. We will require either an original copy of ID (passport/driving license etc.) or a certified copy.

In addition to this right of access, you also have the following rights: erasure, restriction of processing, objection and data portability. If you wish to make a request of this nature please email dataprotection@novatraining.co.uk. Where there is a legal or contractual obligation for us to retain your data we will notify without undue delay.

Retention of your data

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy.

Withdrawal of consent

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us by emailing dataprotection@novatraining.co.uk.

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at <https://ico.org.uk/concerns/>.

Contact

Please address any questions, comments and requests regarding our data processing practises to dataprotection@novatraining.co.uk.

Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time.