

Privacy Notice TT2018

Company Name:	TIGERLILY TRAINING ('the Company') [NOTE 1]
Company Contact details:	Amber Jones – Director Norwood House, 9 Dyke Road, Brighton, BN1 3FE amber@tigerlilygroup.co.uk
Document DP5A	Privacy Notice (when personal data is obtained from the data subject)
Topic:	Data protection
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The Company is a first aid training business which provides first aid training services to its clients and individuals. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, when booking or enquiring about a first aid course on the phone, by email form or via our website, or we may collect them from another source from companies that provide data such as Day Nurseries or Schools Data. The Company must have a legal basis for processing your personal data. For the purposes of providing you with First Aid Training Services. We will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company will collect your personal data (which will usually include your name, email address, phone number, home address). We may sometimes ask for additional information if you have any special requirements that our trainer or company need to be aware of. We will process your personal data for the purposes of providing you with First Aid Training Services. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- To provide First Aid Training Services, Certification and proof of compulsory first aid training.

c. Recipient/s of data

The Company will not process your data with any third party.

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2. Data retention

First Aid Certificates are valid for up to a period of 3 years. As we provide compulsory paediatric first aid training Tigerlily Training have made the decision based on the legitimate interest of both our company and our clients/ individuals to hold your information on file for a period of 7 years from your course date. This information is held in the event you require a copy certificate or you need confirmation of your training dates if a claim were brought against you or the company you worked for.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

You have the right to request the deletion of your details at any time by contacting Tigerlily Training by email consent@tigerlilygroup.co.uk or by phone **0300 3020 999**.