

Walsall Leather Skills Centre Privacy Notice

This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website.

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WALSALL LEATHER SKILLS CENTRE

WHAT TYPE OF DATA DO WE COLLECT?

Walsall Leather Skills Centre ('WLSC', 'the Centre', 'we', 'us', 'our') collects the following data:

- Personal identification information (Name, email address, phone number, etc.) and characteristics
- Your interests or requirements in the field of leather-skills training

HOW WE GET THE INFORMATION AND WHY WE HAVE IT?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You require information about a course, the Centre, or other matter connected to the operations of the Centre, such as saddlery or leather goods manufacturers, suppliers, or services.
- We need to communicate with you regarding training, and you have agreed to that communication.
- You have signed up to a newsletter and wish to receive news
- You have voluntarily completed a survey or feedback form

WLSC may also receive your data indirectly from the following sources in the following scenarios:

- Partners, Performance through People, who you have contacted to enquire about or to arrange training where you have given permission for your details to be shared with us.
- Other partner organisations where you have given permission for your details to be shared with us.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent.

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You can remove your consent at any time by contacting info@walsall-leather.org

- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

HOW WILL WE USE YOUR DATA?

Walsall Leather Skills Centre will only use your personal information when the law allows us to. We collect your data so that we can:

- Process your enquiries
- Contact you regarding your enquiry
- Send details of courses or news about the centre, for example, special events, new courses, or changes to advertised courses.

We may share this information with:

- Performance Through People
- The Worshipful Company of Saddlers
- City & Guilds
- Other individuals or organisation relating directly to your enquiry where you have given permission for your details to be shared.
- Courier or postal services

HOW DO WE STORE YOUR DATA?

Information that you send to us via www.walsall-leather.org is stored on a secure server. We will only retain your personal information for as long as necessary to

fulfil the purpose it was collected for, including for the purposes of satisfying legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once our contract with you is complete, we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

WHAT ARE YOUR DATA PROTECTION RIGHTS?

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

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You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like to exercise any of these rights, please contact by email via info@walsall-leather.org, call on 01922 637555, or write to us at the address shown at the top of this notice.

WHAT ARE COOKIES?

Cookies are files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technologies.

HOW TO MANAGE YOUR COOKIES

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

For further information, visit allaboutcookies.org

PRIVACY POLICIES OF OTHER WEBSITES

The WLSC website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

CHANGES TO OUR PRIVACY POLICY

WLSC keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on [].

HOW TO CONTACT US

If you have any questions about WLSC privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

WALSALL LEATHER SKILLS CENTRE

HOW TO CONTACT THE APPROPRIATE AUTHORITIES

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113