

Data Protection Policy

Palladium Training are required to comply with the provisions of the Data Protection Act 1998 (the Act) and the General Data Protection Regulation (GDPR) in relation to how we handle any personal data we obtain from you. Any personal information we gather will only be used in the context of your qualification with us. We will collect Sensitive Personal Data about you, but only with your explicit consent in advance. We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you and we may request further information from third parties or disclose your details to other selected third parties, such as ilm, City & Guilds or their regulators or industry bodies.

We may, from time to time, email details of courses we believe may be of interest to you. If you no longer require such information, or you have provided us with any information that you no longer wish us to use, please email helen.mayne@palladiumtraining.co.uk.

In disclosing your personal details to us, you agree that we may process and in particular may disclose your Personal Data:

- as required by law to any third parties
- to the ilm who will need to use your personal data or sensitive personal data (as appropriate) to enable us to fulfil our contractual obligations to you; for example by providing you with an examination certificate. To contact you directly about events, courses, programmes, or ilm membership, carry out statistical analysis, pass to the ilms regulator or industry bodies to:
 - monitor equal opportunities relating to ethnicity or disability, or for other such monitoring purposes or to
 - account for learners where there is a requirement to do so, or to
 - meet the ilm requirement to contact you directly.
 - provide or arrange prizes, remuneration and awards
 - contact you about your ilm studying membership.

The ilm may transfer your Personal Data outside the European Economic Area (EEA) and if they do they will make every reasonable effort to ensure that any transferred data receives the same protection as if it would within the EEA undertakes that it and its staff will take every reasonable step possible to protect the confidentiality and security of all material it receives, to carry out its various responsibilities.

You have the right to have us correct any inadequacies in the personal details we hold about you, and to object to any direct marketing we carry out using your personal details. You also have the right to ask for a copy of the information we hold in our records. Please contact kim.mayne@palladiumtraining.co.uk if you want a copy of the personal data we hold about you.

Both the ilm and Palladium Training state that you and your sponsors are assured that the confidentiality and security of material (assessments and discussions within workshops) will be protected so far as is reasonably possible by all personnel during the execution of their various responsibilities. Within Palladium Training this covers the delivery team and all colleagues involved within the assessment process.