



DA Training and Consultancy Website/Marketing Privacy Policy

Under data protection law, individuals have a right to be informed about how DA Training and Consultancy uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who are Visiting DA Training and Consultancy.

Our contact details

Name: DA Training and Consultancy

Address: Botley Mill, Mill Hill, Botley Southampton SO30 2GB

Phone Number: 02380 016555

E-mail: enquiries@datrainingandconsultancy.co.uk

Websites: www.datc.co.uk www.daoutdoors.co.uk

Companies House Number: 8936622

Our Privacy Policy is to be referred to alongside the following Privacy Policies:

- Learner Record Service:
<https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>
- ESFA: <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>

We, DA Training and Consultancy, of the above address and contact details, are the "data controller" and we have Gary Callaghan, Director as a point of contact as we are not required by law to have a "data protection officer."



This privacy notice explains how DA Training and Consultancy (and trading brand DA Outdoors) use your personal information and the ways in which we protect your privacy. This includes information collected by letter, email, face to face, telephone or online. We will never wilfully disclose individually identifiable information about our customers to any third party without first receiving a customer's permission. By using our services, you agree to accept this privacy notice. This notice may be reviewed from time to time so please check back here each time you submit personal data to us.

What is personal data?

Personal data is information that can be used to help identify an individual, such as name, address, phone number or email address.

Your rights

You can ask us to stop processing your personal data at any time. This may delay or prevent us delivering a service to you. We will try to meet your request but we may be required to hold or process information to meet our legal duties. You are entitled to request access to and a copy of any information we hold about you. If you find that the information that DA Training and Consultancy holds about you is no longer accurate, you have the right to ask to have this corrected. We may not always be able to change or remove the information. However, we will correct factual inaccuracies and may include your comments in the records.

What information do we collect and why?

We will only ever collect the information we need – including data that will be useful to help improve our services. We collect two kinds of information:

Non-personal information such as IP addresses (the location of the computer on the internet), pages accessed, and files downloaded.

This helps us to determine how many people use our site, how many people visit on a regular basis, and how popular our pages are. This information does not tell us anything about who you are or where you live. It simply allows us to monitor and improve our service.



Personal information such as name, postal address, phone number, email address.

We collect this information in connection with specific activities, such as activity bookings, course bookings, medical information, Funding requests newsletter requests, brochure downloads, competition entries etc. The information is either needed to fulfil your request or to enable us to provide you with a more personalised service. You don't have to disclose any of this information to browse the website. However, if you do choose to withhold requested information, we may not be able to provide you with certain services.

What do we do with the information?

We will use the information you provide to:

- Fulfil your requests – such as booking a course, sign you in to a class/ session send you requested marketing material, brochure downloads, competition entries, etc.
- Handle course bookings/enrolments and communicate with you about these via Microsoft Outlook/SharePoint.
- If we think the content is relevant and of legitimate interest to you, we may send you marketing emails via Mailchimp.
- Apply for Government/Levy funding to pay for your course through Tracker, our MIS System
- If the funding for your course/programme of learning, pass your information onto the Main Provider to process
- Register you with the appropriate Awarding Organisation for your course
- Pass on your information to our regulatory bodies such as OFSTED, Dept. of Education, ESFA, Matrix etc

Our website

Our website contains external links to third party sites. Our privacy notice applies only to information collected by or on behalf of DA Training and Consultancy. If you go to another website, you should read their privacy notice before you give them any personal details. We also use cookies on our websites. Please see our Cookie Policy for further information.



Marketing

In compliance with General Data Protection Regulation (GDPR) from the 25th May 2018 we will only send marketing information to people who have said that they agree to us doing so via an opt-in process. Those that already subscribe to our email marketing that have not opted in via GDPR regulations, have been asked if they would like to opt-in to this service. The option to opt-out of marketing communications is available at all times.

Indemnity and medical forms

When taking part in an activity you will be asked to sign an indemnity form, this requires your name and signature. You will also have the option to opt-in to our email marketing by providing your email address. For some activities you will be asked to complete a medical form, this information will be held by DA Training and Consultancy for a reasonable time under the HSW Act and regulations related, but not limited to the Adventure Activities Licensing Authority (AALA).

What we don't do with your information

We never sell or share your information with other organisations to use for their own purposes.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us by following our separate complaints policy.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,

Cheshire, SK9 5AF