

## **Standard Data Collection Form**

The General Data Protection Regulation 2017 requires Education Development Trust to provide you with certain information when you have provided it with personal data.

'Personal data' means information relating to an identified or identifiable living person.

Please read the following information carefully and, if you agree to the use of your personal data in the manner this form describes, please tick the statement in the declaration screen.

### **Who are we?**

Education Development Trust is a registered charity and company limited by guarantee, incorporated in England and Wales. It is a 'controller' under the General Data Protection Regulation. Occasionally it will also act as a 'processor' and if we are acting as a processor then the controller will be listed below or provided to you orally or through email at the time of collection of the data:

### **What information will we collect from you?**

We will only collect information from you that is relevant to the circumstances in which we are working with you. In particular, we may collect the following information from you which is defined as 'personal data':

Personal details – name, date of birth, address, contact details; national insurance number; ; next of kin/emergency contact details; family, lifestyle and social circumstances; Financial details; Business activities; Training needs and details of past training; Education and employment details; Job performance information; Goods or services provided; lifestyle and social circumstances; visual images, personal appearance and behaviour; behaviour and standards of work or performance; time logs.

You will be informed of any other data we collect orally or through email at the time of collection of the data.

We may also need to collect information that is referred to as being in a 'special category'. This could include:

Racial or ethnic origin, disability information, marriage status, sexual orientation, mental or physical health, religious beliefs, trade union memberships, criminal convictions, political opinions

### **How will we use your information?**

We may use your information to enable us, through our arrangements with you, to meet our charitable objectives through our various legitimate business concerns and commercial activities. In particular your data may be used to help us to provide education or services in the field of education or a similar field; training to our customers and clients; to promote and provide our services; to maintain our own accounts and records and to support and manage our employees, any of which may be necessary for the performance of any contract or arrangement between us. We may also use it for:

Providing management information internally and for statutory reporting; administering any accounts; processing bank details for payment purposes; the prevention or detection of fraud; market research; marketing; Disclosure and Barring Service checks; credit reference checks

You will be informed of any other use of the data we collect orally or through email at the time of collection of the data.

**Who will we share your information with?**

We sometimes need to share the personal information we process with other organisations with whom we work to deliver the activities described under the paragraph "*How will we use your information?*" What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Government agencies; business associates, clients, local authorities, charities; professional advisers and auditors; ombudsmen and regulatory authorities; educators and examining bodies; current, past or prospective employers; family, associates and representatives of the person whose personal data we are processing; employment and recruitment agencies; healthcare professionals, social and welfare organisations; benefit providers; financial organisations; credit reference agencies; debt collection and tracing agencies; data storage companies; suppliers and service providers; persons making an enquiry or complaint; other companies in the same group; central government; police forces, courts

You will be informed of any other data we collect orally or through email at the time of collection of the data.

**For how long will we keep your information?**

We will keep your information throughout the period of time that we work with you and for the duration of any project or association with us as part of which you provided the personal data, and for a period of six years from that point or until it is no longer necessary for us to hold the data.

**Will my data be transferred outside the European Economic Area?**

Our data servers or those which host our software are or may be located in the United States and so your data is likely to be transferred outside the EEA under contractual arrangements with the relevant companies providing those servers or hosting services. If you have provided data to us as part of a project that is being delivered by or with or that is linked to any of our overseas offices, then we may also need to transfer your data outside the EEA, where it may not be processed in line with General Data Protection Regulations.

**What rights do you have?**

You have a series of rights under the General Data Protection Regulation including the right to access a copy of the information we hold about you, to have data we hold erased, to restrict the use of your data, to object to marketing use of your data, the right to withdraw consent to our processing of your data, rights concerning the portability of your data. Further information on this issue can be obtained from our Data Protection Officer at [sclifton@educationdevelopmenttrust.com](mailto:sclifton@educationdevelopmenttrust.com)

**Who can you complain to if you are unhappy about what we have done with your information?**

If you are unhappy about how we are using your information then initially you should contact the Data Protection Officer and if your complaint remains unresolved then you can contact the Information Commissioner's Office, details available at [www.ico.org.uk](http://www.ico.org.uk).