

Salt Training Limited

Privacy Policy

POLICY STATEMENT: This Policy establishes guidelines for Salt Training Limited's privacy Policy in line with the Information Commissioners Office.

Our contact details

Name: Salt Training Limited

Address: Unit 13, West Industrial Estate, Herne Bay, Kent, CT6 8JZ

Phone Number: 01227 204444

E-mail: info@salttraininglimited.co.uk

Date: 01/04/2025

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Photographic Identification & Proof of address to ensure that learners registered to complete awarding body regulated qualifications are the person completing exams and assessment, As per our student identification policy.
- Email Addresses for communication regarding the programme of study.
- Phone number for communication
- Age to ensure learners are the required age to study qualifications.
- Gender, Ethnicity, Ability(if the candidate declares any learning support needs or disabilities) and Employment Status.

How we get the personal 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:

- To ensure that the candidate studying the programme is the person completing official awarding body assessments.
- To ensure that learners are of the appropriate age to complete qualifications and training.
- To meet the award body policies and procedures on information required to register learners on qualifications.

We use the information that you have given us in order to

- Register any qualifications being studied with our awarding bodies
- To contact you regarding our services and qualifications that you have registered for.
- To send any completed certification and correspondents regarding any qualifications completed.
- To ensure candidates are of the correct age to complete qualifications.
- To ensure candidates identification is correctly registered with our awarding bodies and that the right person is completing official assessments.

We may share this information with

- Awarding Bodies such as NOCN and CITB.
- Our sourced Marketing and SEO partners.
- Recruiting Employer and Partners
- Referral Partners and other agencies

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Kurt salter Managing Director & Data Controller at Info@salttraininglimited.co.uk

(b) We have a contractual obligation with the awarding bodies for qualifications governed by NOCN & CITB and many more awarding bodies.

How we store your personal information

Your information is securely stored.

The below information must be kept for a period of **at least seven years from the date of certification** to ensure that any claims for certification can be substantiated, to support any malpractice claims and to respond to information requests from awarding or regulatory bodies:

- a) Learner name.
- b) Learner number or ULN.
- c) Learner contact address and telephone number.
- d) Regulator reference and title of the qualification the learner was registered on.
- e) Date of the qualification achievement.
- f) Grade of the qualification (if applicable)

Details of unit achievement including:

- a) The name and regulator reference number of the unit achieved.
- b) The name of the Tutor/Trainer and Assessor for the unit.
- c) The name of the IQA (if sampled).
- d) The date the unit was judged as achieved within the Centre.
- e) Grade of the unit (if applicable)

In addition to the above, the below **must be kept for a minimum of three years** and will be made available to awarding bodies upon request:

- a) Records of the assessment plan and assessment decisions for each learner, including the details of who assessed, what was assessed (learning outcome reference and assessment criteria), where it was assessed and the date the assessment decision was made.
- b) Details of all examinations conducted and their results.
- c) Synoptic Practical Assignments completed including any evidence generated.
- d) Records of progress/assessment criteria measured in guided learning hours (GLH) and total qualification time (TQT).
- e) A record of any exemption/Recognition of Prior Learning (RPL) used.
- f) The assessment methods used for each unit/component.

- g) Locations of where supporting evidence was gathered and stored at the time of assessment.
- h) Assessment reviews.

Records of internal quality assurance activity including:

- a) Details of the sample selected and internal quality assurance strategy.
- b) Internal quality assurance details including the assessment decisions verified, the name of the IQA and the date the verification took place.
- c) Records of internal quality assurance standardisation meetings.
- d) Records of Assessor support meetings and/or query resolution records.
- e) All completed declaration of authenticities.

As per our Document retention and Secure Storage policy

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 personal 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 personal information in certain circumstances.

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

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

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.

Please contact us at

Info@salttraininglimited.co.uk

Salt Training Limited

Unit 13 West Industrial Estate

Herne Bay

Kent

CT6 8JZ

01227 204444

if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

Kurt salter Managing Director & Data Controller Info@salttraininglimited.co.uk

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

ICO website: <https://www.ico.org.uk>