



Privacy Policy

January 2018

Purpose

We are committed to protecting your privacy and safeguarding your personal information in accordance with Data Protection legislation. 'Personal information' is information we hold which is identifiable as being about you. This Policy explains how and why we collect your personal information and how it is used.

This Policy may change from time to time so please check it periodically.

We may collect the following information about you

- Name
- Date of birth
- Contact information including email addresses, telephone numbers and postal addresses
- Any other information that you choose to provide when registering for our services, booking our classes or communicating with us for any reason.

Why do we collect this information and what do we do with it?

The information that we collect and store relating to you is primarily used to enable us to provide training and assistance to you. We may also use your information to keep you up date with Computer Friendly news and arrangements including sending you our regular newsletter. Please email courses@cfsta.org if you wish to opt out of receiving communications.

We ask your date of birth in order to access funding from the government-supported charity Good Things Foundation and for this purpose we share some of your data with them. The Foundation needs this data in order to allocate you a Unique Learner Number and reimburse some of our costs.

We will not share your personal information with any other third parties unless you give us permission or we are required to do so by law.

How do we keep your information safe and secure?

We are committed to ensuring that your information is secure.

To prevent unauthorised access or disclosure we have put in place suitable electronic and managerial procedures to safeguard and secure the information we collect.

How long do we keep your information?

We will keep your information for 7 years from the last contact we had from you.

Your rights regarding the personal information we hold about you

Data Protection legislation gives you the right to access the information that we hold about you. All subject access requests should be made to courses@cfsta.org.

Data Protection legislation gives you the right to delete or update the information that we hold about you. Please email courses@cfsta.org if you wish us to delete or change your information.

If you have a complaint about the way we handle your data or respond to your requests under Data Protection legislation please complain in the first instance to the Computer Friendly trustees at the registered address in the footer of this document and if you are still not satisfied then to the Information Commissioner following advice on the website www.ico.org.uk.