

Privacy Policy

In line with the EU General data Protection Regulation (GDPR), Lighthouse Safety Training is required to provide certain details regarding our organisation and the way we collect and use your personal data. Lighthouse Safety Training operates based on legitimate interest to facilitate your interest in our business.

Purpose of the Processing

Lighthouse Safety Training Ltd take your privacy seriously and will only use your personal information to administer your account, personalise your use of the website, and to provide the products and services you have requested from us.

For 'users' to use our online services and to respond to enquiries we need to collect and process various personal data. Users may be asked to complete an online form(s) which requests, name, address, e-mail and telephone number. The personal data we collect is used to process your request for our services.

All information provided will be treated as confidential and will only be used for the purpose intended. Anyone can contact **Lighthouse Safety Training Ltd** to correct or update personal information in our records.

What information is being collected?

To facilitate your interest in Lighthouse Safety Training, we will only collect and process personal data that is required to contact you in relation to your enquiry and what has been requested by external Governing Bodies we are in communication with regarding your qualification. Personal data will only be collected when you actively enquire about our products and services these are:

- Name, place of work, position
- Contact telephone number
- Postal address
- Email Address

For registration to courses on behalf of external Governing Bodies; we will provide within the registration form a detail list of information required by the Governing Body. Please see [Appendix 1](#) which shows the full information required and the length of time the information will be held on file for each Governing Body.

How we will use your information

We will use the information held about you for the purposes for which it was provided to us as stated at the point of collection (or as may be obvious in the context of collection). Your personal data will be used by us in the following ways:

- To respond to your enquiries
- To send you information you have requested
- To register for courses/exams for the relevant Governing Body for your chosen qualification

The lawful basis

Lighthouse Safety Training Ltd will process data for the specific and lawful purpose for which it is collected and not further process the data in a manner incompatible with this purpose.

Disclosure of your information

We may disclose your personal data to any member of our organisation who needs access to that information to assist you with the purpose of your enquiry.

We will only disclose your personal data to the awarding body relevant to the course that is being undertaken and the information given is only what is needed to gain the qualification.

Disclosure to third parties

We do not collect or compile personal data for release or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

We must have a legal reason to process your personal information. Your information will be processed to meet our legitimate interest to facilitate your interest in our business. In those few cases where your consent is required, this will be communicated to you at the point of collection.

We will not disclose your personal data to third parties without your prior authorisation except for the eventuality that we are under a duty to disclose or share your personal data to regulatory or law enforcement agencies.

Information storage and retention

We have in place security measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate. We cannot guarantee the security of any third-party application you may use to transmit your data (for example, internet browsers).

We will keep your personal information for as long as we have a relationship with you. When deciding how long to keep your personal information after our relationship with you has ended, we will consider our legal, regulatory and professional obligations.

We will not transfer or process your data outside of the UK.

Your rights

You have rights regarding your personal information, including the right to access, correct, delete, restrict or object to our use of it. We would encourage you to inform us if the information we hold about you is no longer accurate. We may need extra information from you to deal with any request. If you would like to discuss or exercise these rights, please

contact us at info@lighthousesafety.co.uk. If you do not want us to process your data, then we may not be able to facilitate your interest in our business.

The right to lodge a complaint

Data subjects can complain to **Lighthouse Safety Training Ltd** about:

- how their personal data has been processed
- how their request for access to data has been handled
- how their complaint has been handled
- appeal against any decision made following a complaint.

If you have cause for complaint, please contact us and we will endeavour to resolve this immediately. However, if you have a data privacy related complaint, you also have the option to direct your complaint to the Information Commissioner's Office (ICO) www.ico.org.uk/concerns

Websites and cookies

This section applies to anyone accessing **Lighthouse Safety Training Ltd** website.

A cookie is a small file, typically of letters and numbers, downloaded on to your device (e.g. your PC) when you access **Lighthouse Safety Training Ltd** website. Cookies allow the website to recognise your device and so distinguish between the different users that access the site.

Session cookies will remember your selections as you browse the site. These cookies are for the browsing session and not stored long term. No personal information is collected by these cookies.

Google Analytics cookies help us to make the website better for you by providing us with user statistics, for example: which pages are the most visited; how a user navigates the site. No personal information is collected by these cookies.

You may delete or control the use of cookies through your browser settings, but this may limit the functionality of the website. The site and our computer systems have security measures in place with the aim of protecting the loss, misuse or alteration of the information 'users' provide to us.

To find out more about cookies and what cookies might be stored on your device, visit www.aboutcookies.org or www.allaboutcookies.org

Changes to our Privacy Policy

We keep our privacy policy under regular review. This policy was last amended in April 2018. Please refer back frequently to see any updates or changes to our privacy policy.

How to contact us

Questions, comments and requests regarding our Privacy Policy are welcomed and should be emailed to: info@lighthousesafety.co.uk

Our Data Protection Officer: alex@lighthousesafety.co.uk

Lighthouse Safety Training Ltd: 18 Ivy Street, Rainham, Kent ME8 8BE

Tel: 01634 260631

APPENDIX 1

Governing Bodies & Retention Periods

We are governed by the following awarding bodies to request certain personal data and the length of time the information needs to be retained. If you would prefer for this information not to be given unfortunately, you will be unable to receive the relevant qualification.

CITB – 3 years

- Full Name
- Date of Birth
- Full Address
- Email Address
- Contact Telephone Number
- CITB Registration Number
- National Insurance Number
- Signature

IOSH – 1 year

- Full Name
- Signature

JAUPT – 6 years

- Full Name
- Driving Licence Number
- Signature

NEBOSH – 3 years

- Full Name
- Date of Birth
- Full Address
- Email Address
- Contact Telephone Number
- Signature
- Nationality

OCR – 1 year

- Full Name
- Date of Birth
- Full Address
- Signature
- Place of Birth
- ID Check – Driving Licence Number or Passport

APPENDIX 1 Continued

ProQual – Dependant on completion of NVQ/EV Assessor

- Full Name
- Date of Birth
- Previous Surname if Any
- Gender
- Ethnicity
- Full Address
- Email Address
- Contact Telephone Number
- Signature

Qualsafe – 3 years

- Full Name
- Date of Birth
- Signature
- Gender