



Bottle Green Training Ltd (BGT) GDPR Privacy Notice Policy

Review and revision dates

Effective from:	Version	Description
December 2021	1.0	Policy original
March 2023	1.1	Re-branding
December 2023	1.1	No amendments needed

Review Date:	Every 2 years December 2025 or as legislation requires
Published:	College shared intranet, staff and learner handbooks Website
Actions:	All updated policies will be emailed to the employees.
Company Directors Signatures:	 



GDPR PRIVACY NOTICE

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your involvement with us. This notice applies to you if you have enrolled as a student veterinary nurse or are associated with Veterinary Nurse training. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to **Bottle Green Training Ltd (BGT)**.

We will be what is known as the 'Controller' of the personal data you provide to us. BGT only collects basic.

personal data about you which does not include any special types of information. This does however include.

Name, address, date of birth, email etc.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth.
- gender.
- enrolment start and end date.
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- records of your attendance at any events hosted by us;
- images in video and/or photographic form.
- details of any county membership.
- details of next of kin, family members and emergency contacts;
- records or results and qualifications directly relevant to enrolment.
- CPD records for mentors and clinical coaches
- any disciplinary and grievance information
- Tutorials

2. **WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information about students when you apply to enrol with BGT, when you register as a clinical coach, practice principal or mentor, when you purchase any services or products we offer, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are providing us with details of emergency contacts they have a right to know and to be aware of how and what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to enrol you as a student or allow you to support a student during their training.

For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

3. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share personal information with the following parties:

- **To any governing bodies or awarding bodies for the qualifications supported by BGT:** to allow them to properly fulfil their roles.
- **The Government or our regulators and funding providers:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

4. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 5 years after your last contact with us or the end of your enrolment. Exceptions to this rule are:

- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.
- Any safeguarding information that will be required by government agencies in the future.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.

5. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.
- All requests for personal information will be dealt with in line with GDPR laws.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

6. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

7. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email.

training@bgt.org.uk

Directors

Sarah Parkhouse

Jude Parry