

## **SAFE AND EQUAL LEARNING PARTNERSHIP PRIVACY POLICY**

**The Safe and Equal Learning Partnership (SELP) takes privacy seriously. The following principles underpin our approach to respecting your privacy:**

1. We value the trust that you place in us by giving us your personal information. We will always use your personal information in a way that is fair and worthy of that trust.
2. We will provide clear information about how we use your personal information. We shall always be transparent with you about what information we collect, what we do with it, and who you should contact if you have any concerns.
3. We will take all reasonable steps to protect your information from misuse and keep it secure.
4. We will comply with all applicable data protection laws and regulations and we will co-operate with data protection authorities.

This Privacy Policy explains the types of personal information we collect and how we use, disclose and protect that information.

### **What does this Privacy Policy apply to?**

This Privacy Policy applies to personal information collected by SELP in connection with the services they offer. (Find out more about SELP at [www.safeandequal.co.uk](http://www.safeandequal.co.uk)). This includes information collected through our website and programme bookings.

This Privacy Policy also applies to some SELP website content, including the promotion of SELP products and services.

### **Your consent**

By using the SELP website and booking system, you are consenting to us collecting, using and disclosing your personal information in accordance with this Privacy Policy. If you do not agree to the collection, use and disclosure of your personal information in this way, please do not use the SELP site and booking system.

SELP will only collect, use or disclose your personal information where it is fair and lawful to do so. In most cases, we will ask for your consent explicitly but, in some cases, we may infer consent from your actions and behaviour.

### **What information do we collect?**

In this Privacy Policy, your "personal information" means information or pieces of information that could allow you to be identified. This typically includes information such as your name, corporate address, corporate email address, and corporate telephone number, but can also include other information such as dietary needs and access needs.

We may use your personal information:

- to contact you regarding products and services which may be of interest to you, provided you have given us your consent to do so or you have previously requested a product or service from us and the communication is relevant or related to that prior request and made within any timeframes established by applicable laws.
- to provide you with products or services that you request from us.

We take all reasonable precautions to keep your personal information secure. Access to your personal information is restricted to prevent unauthorised access.

### **Online learning Security**

SELP all offer online learning and detailed below is the security applying to the use of this resource

The data stored on the site **online.safeandequal.co.uk** is the minimum required for the system to function as an LMS and issue certificates to appropriate users. No addresses or financial information is stored.

Access to the site is via a user-name and password. The password must be of an appropriate complexity. (upper case / lower case / numerical / non-alphanumeric)

Relevant once installed Administrators of the Provider Access System (**PAS**) will be able to see how much of the course an individual user has accessed and if they passed the assessment. No other information is visible about the user.

Site administrators can view more detailed information about the activity of users, but only the user's name and email address is on the site.

### **Infrastructure**

The system is hosted by Teledata and the servers are located at Delta House Manchester and are subject to UK data-protection law. Tintisha manages the servers at application level and the company is registered with the ICO.

**Teledata** manage the physical infrastructure and border firewalls and act to prevent DDOS attacks.

Details about the facility can be found here: [www.teledata.co.uk/delta-house](http://www.teledata.co.uk/delta-house)

Details about **Teledata** security can be found here: [www.teledata.co.uk/data-centre-security](http://www.teledata.co.uk/data-centre-security)

Administration level access is limited to specific ip addresses.

If you have any questions, comments or concerns about how we handle your personal information, then you may contact us by emailing [info@safeandequal.co.uk](mailto:info@safeandequal.co.uk) . Your request will be directed to the appropriate SELP lead.

You have the right to tell us if you:

- don't want to be contacted in the future by us
- would like a copy of the personal information which we hold about you
- would like us to correct, update, or delete your personal information in our records
- wish to report any misuse of your personal information

To assist us in dealing with your request, please provide your full name and details