

# OUR PRIVACY POLICY



This is a brief overview of how we collect and manage your personal data, and what control you have over it.

## Our commitment to you

We are committed to protecting the privacy and security of your personal data. This information sheet, alongside our full **Privacy Notice**, outlines how we do this.



## What is personal data?

Personal data is any kind of information that you can be identified by, for example, your name, date of birth, address, health records, photographs, etc.



## The data we collect

We collect personal data such as your name, date of birth, education history, ethnicity, etc.

A full list of the data we collect is available in our **Privacy Notice**. We only collect the personal data that we need to deliver our services to you.

## Why do we collect this data?

- To provide you with our services.
- To support you, including welfare and safeguarding.
- To comply with our legal obligations, such as health and safety, and equal opportunities monitoring.
- To provide you with information about our services.



Our lawful basis for these activities is that it is necessary for performing a task in the public interest; we have legal/contractual obligations; to look after your vital interest; we have a legitimate interest; or we have your consent.

## Sharing your personal data

To provide you with our services we sometimes need to share your data with third parties, such as technology providers, awarding organisations or government bodies, for example. We will always take appropriate security measures and never let third parties use



your personal data for their own purposes. For further information, please see our full **Privacy Notice**.



## How long we hold your data for?

We will only hold your personal data for as long as we need it. We are required to retain different types of data for different periods of time.

More information on how long we hold specific data for is available on request from **dpo@ltegroup.co.uk**.

## Read our full Privacy Notice

If you'd like to read our full **Privacy Notice**, you can find it at: [www.totalpeople.co.uk/dataprotection](http://www.totalpeople.co.uk/dataprotection)



## You are always in control

You have specific rights when it comes to your personal data. For example, you have the right to ask to see what information we hold about you; this is called a **Subject Access Request**.

More information about this is available from the Group DPO or the ICO website,



## We're here to help

If you'd like more information about how we handle your personal data, or have any questions, please contact our Data Protection team: [dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk) or by post to DPO, LTE Group, Whitworth House, Ashton Old Road, Manchester, M11 2WH.

