



Privacy & Data Protection Notice

INTRODUCTION

In accordance with GDPR, Summit Groomer Training Group is required to comply with the provisions of the Data Protection Act 1998 (the 'Act') in relation to how we handle any personal data which we obtain from you. Any personal information gathered will only be used in the context of your studies with us. We may also collect sensitive personal data relating to you but only with your explicit consent in advance.

SCOPE

Summit may process all the information we obtain from you to enable us to fulfill our contractual obligations to you. Further information may be requested from third parties or shall be disclosed to other selected third parties, such as awarding organisations or their regulators or industry bodies.

In disclosing your personal details to us, you agree that we may process and in particular may disclose your personal data as required by law to any third parties such as awarding organisations (as appropriate), who may use your personal data to:-

- undertake administration in relation to the qualification for which you are registered including providing you with a certificate on successful completion of your qualification or specified units of it
- contact you directly in relation to the awarding organisation's quality control undertaken by them for the qualifications for which the learner is registered
- inform you of products or services offered by awarding organisations
- disclose to awarding organisations regulators where so required
- third parties for the purposes of providing prizes, remuneration and qualifications for you
- carry out statistical analysis (on an anonymous basis) which may be carried out by us or selected third parties
- to monitor (on an anonymous basis) equal opportunities relating to ethnicity or disability or other such monitoring purposes

SATELLITE CENTRES

Any enquiries received by Summit with regards to becoming a Satellite Centre require the following information to be held digitally:

- Name
- Company name
- Telephone number
- Company address
- Email address

This information will be a requirement for those who go on to become a Satellite Centre of Summit and may be held both digitally and in hard copy.

HOW LONG WILL WE HOLD YOUR DATA AND HOW WILL WE KEEP IT SAFE?

Personal data for grooming students will be held for 10 years. Hard copies will be kept secure under lock and key and computer files are protected by the appropriate technological security processes that are in place and renewed annually.

Satellite training centre information will be kept indefinitely or until erasure is requested in writing.

Only the management of Summit has access to the computers at 2 Henry Street.

WHAT ARE YOUR RIGHTS?

In accordance with the data protection legislation you have the rights to the following:

- Amendment of your personal data
- Erasure of your personal data
- Notification regarding amendment or erasure of your personal data
- The right to withdraw your consent to hold information

If you have any questions regarding your personal data and how we may use it including any queries related to this policy, please contact us directly.