

Privacy Policy

Overview

Surrey Skills Academy (on behalf of Surrey County Council) are committed to protecting your personal information and we take our responsibilities under the Data Protection Act 2018 and EU General Data Protection Regulation (GDPR) very seriously.

We do not sell personal details to any external organisations. External contractors may process information on behalf of the council. We require all these contractors to make sure they keep the personal information safe and prohibiting them from doing anything other than following our instructions.

For full details of our policies and guidelines please check our corporate [Surrey County Council](#) website.

What information is being used?

The information we hold about you will be the information that you provide on registration plus details of any courses that you have taken. This will include:

- Your name and email address
- The team that you work for, your work address and manager details
- Your work telephone number
- Your job title and role

How will your information be used?

We hold your information so that we can provide learning and development for your organisation and you, manage feedback, compliments and complaints. This will include using your name and email address to contact you and your manager in the course of this business.

We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing. Your information is never sold for direct marketing purposes.

We have strict controls on who can see your paper or electronic records. Nobody is allowed to see your information unless they have a valid reason and appropriate authorisation.



Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

Your information is not processed outside of the European Economic Area. Data is stored on a 3rd party database. This is administered via learning management system (LMS) which is hosted by an external supplier. Any organisation commissioned by the Council is under contractual obligation to comply with data protection legislation.

What is the legal basis for processing your information?

We collect and hold your data in order to provide you with learning and development. If you are a member of SCC staff then it is part of the Council's contractual arrangement with you and processing is necessary to carry out obligations in the field of employment. For other users of our services we collect and hold your data as part of our legitimate interests in providing learning and development for you.

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