

# THE TRAINING & DEVELOPMENT CONSULTANCY LTD.

Serving Healthcare since 1996

## GDPR May 2018 - Our Data Policy

GDPR enhances your control over your own personal data.

When we are engaged to provide services to clients, we collect certain data. This includes personal data, which is typically;

Name

Role in the client organisation

Work location

Work contact details including email, telephone numbers and address

The development programme a delegate undertakes and any subsequent programme reports submitted to the client

In the case of suppliers to us, we also hold bank account details

This information enables us to deliver services under performance of a contract to client organisations, or because we have a necessary legitimate interest such as demonstrating details of programmes that have been delivered and record keeping for those programmes.

We keep this information for two other key reasons, “regulatory” which includes records for example to meet HMRC requirements, and “traceability” which includes client organisations or programme delegates who may need to verify the details of any professional development that has been undertaken.

All data held by us is on encrypted systems. We never share this data with any other person or organisation. We typically hold this data for seven years, up to ten maximum in exceptional circumstances.

You can request a review of the information we hold, a correction, or deletion, at any time. If you wish to exercise this right please contact us by email at;

[enquire@trainingms.com](mailto:enquire@trainingms.com)

The new regulations set out the timescale in which we will respond and act upon any request.