



Wheel Plant Training

Privacy Policy

Our contact details

Name: Steve Dean (Training Manager)

Address: Wheel Plant Training Riversdale Depot Dale North Road Darley Dale Matlock Derbyshire DE4 2HX

Phone Number: 07470144949

E-mail: admin@wheelplanttraining.co.uk

steve@wheelplanttraining.co.uk

We currently collect and process the following information:

- your name and contact details (including postal address, email address and telephone number)
- your date of birth
- your communications with us, all emails you send. These communications may relate to general enquiries, requests for support or guidance, and complaints or feedback about our activities, products and services.
- Your photograph

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

Wheel Plant Training may share information relating to a Candidates' training and or qualifications with other parties for the purposes connected with Training Providers as a role within Accrediting Bodies i.e Lantra, HTCA in accordance with the Industrial Training Act 1982, including Candidate registration and recording of qualifications.



The candidate's data will be held securely and treated confidentially; it will not be disclosed to external parties other than required for the purposes described above. Your personal data will not be passed to third parties for marketing purposes without your consent.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting admin@wheelplanttraining.co.uk

- We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep your information for no longer than is necessary for the purposes it was collected for. The length of time we retain your personal information for is determined by operational and legal considerations, as well as best practice.

For example, we are legally required to hold some types of information to fulfil our statutory and regulatory obligations (e.g. health/safety and tax/accounting purposes).

Further reasons we may retain personal information include:

- For our auditing purposes
- Evidence in defence of a legal claim
- Ensuring you are suppressed from marketing if you prefer never to hear from us in the future.

We review our retention periods on a regular basis.

If you would like to know more about how long we hold your personal data for – please email us at admin@wheelplanttraining.co.uk

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.



Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us admin@wheelplanttraining.co.uk if you wish to make a request.

For Data protection and other reasons delegates must not take photographs whilst attending the course

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at: Wheel Plant Training Riversdale Depot Dale North Road Darley Dale Matlock Derbyshire DE4 2HX

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>