

Association of Employment & Learning Providers Ltd

Privacy Notice

Personal information we collect

We currently collect and process the following information:

Name

Email address

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by members (all UK based) to record as the contact(s) for the organisation on our membership database.

We also receive personal information from employees of our members who wish to attend our events and webinars.

We use the information given us in order to contact you to receive the benefits of membership of our organisation.

We will not share this information.

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

- (a) Your consent. You are able to remove your consent at any time.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.

How we store your personal information

Your information is securely stored on our cloud-based CRM system and our cloud-based Events system (if you have attended any of our Events)

We retain the information provided by our members until the contact ceases to be the contact for the member organisation. We will then dispose of your information by deleting the information from our systems.

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 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 if you wish to make a request at:

Contact details

Name: Data Controller

Address: 9 Apex Court, Bradley Stoke, Bristol BS32 4JT

Phone Number: 01179865389

E-mail: enquiries@aelp.org.uk

www.aelp.org.uk

Complaints

Complaints regarding our use of data should be made to

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

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

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