



PRIVACY NOTICE – GENERAL DATA PROTECTION REGULATION (“GDPR”) – FOR TRAINING CLIENTS AND TRAINING COURSE PARTICIPANTS

1. Tanya Callman is the data controller for the purpose of processing data relating to EduLaw Chambers and Training.
2. This policy applies in relation to data collected by us about our education law training clients and delegates. The General Data Protection Regulation (the “GDPR”) requires us to provide this notice to you.

COLLECTION OF PERSONAL DATA

3. Personal data collected by us includes:
 - a) Personal data collected directly from clients who contact us about EduLaw’s education law training courses and from any further correspondence by phone, email or otherwise and also from contacts who have expressed an interest in EduLaw Chambers and Training by email, phone or in person.
 - b) Personal data provided to us by the course organiser to enable us to determine the role of each delegate on a training course.
4. The personal data collected includes any personal details including name, work address and contact details and role where relevant.

WHY WE PROCESS PERSONAL DATA

5. Under the General Data Protection Regulation (GDPR) we need to process data under Article 6 (b) in order to deliver complete and bespoke training and to ensure efficient communication and invoicing.

SHARING OF YOUR INFORMATION

6. Personal data collected may be shared internally between Tanya Callman and Sally Collyer, clerk to EduLaw Chambers. It will not be shared with any external, third party or on our website in the form of testimonials unless specific consent is given.

DATA RETENTION

8. We will retain personal data of the course organisers for not more than 15 years after the training course unless expressly requested to delete it at an earlier date. Retained data is used for internal purposes only for future marketing purposes and to assist in providing quotes for future courses.
9. Data of course participants or delegates will be deleted as soon as the final number of participants is known for invoicing purposes

YOUR RIGHTS

10. You have the right to object to the processing of your personal data for the purposes referred to in this policy
11. You also have the right to request a copy of, deletion of or correction of, your personal data, to do so, please contact Sally Collyer by email at clerk@edulaw.plus.com.
12. Where data has been provided and consent has been withdrawn the data processor, Sally Collyer, will delete or destroy any data which includes personal data and will confirm this step has been taken within 21 days
13. Full details of these rights are set out in articles 15 to 21 of the GDPR - <https://gdpr-info.eu/>
14. You have the right to lodge a complaint regarding the processing of your personal data with the Information Commissioner: <https://ico.org.uk/>

CHANGES TO OUR PRIVACY POLICY

15. Any changes we make to our privacy policy in the future will be posted on our website and, where appropriate, notified to you by e-mail. This privacy notice was last updated on 24.05.2018.

CONTACT

16. Questions, comments and requests regarding this privacy policy should be addressed to Sally Collyer on clerk@edulaw.plus.com.