



[London School of Executive Training]

Introduction

GDPR's main concepts and principles that are in force from 25 May 2018 are an update of the current Data Protection Act (DPA). At LSET, we take great care of our participants and associates and aim to safeguard the information we receive from them.

The GDPR (General Data Protection Regulation) is a real opportunity for LSET to put the participants and other associates at the centre of our organisation's data strategy by ensuring we safeguard the information we collect and use on daily basis.

LSET Team:

- ✓ Has recently developed a complete view of all the data we hold and how it's used.
- ✓ Has Improved the accuracy of your data ensuring a quick response to GDPR elements such as a Subject Access Request.
- ✓ Has created a single customer view without reliance on an IT function
- ✓ Know your risks and understand your ability to recover from a Data Breach event

In this document, we put down the pertinent way we handle your data in complete security and maximise the value we receive from it.

Compliance

People:

LSET Team has designated Ms Sunita Singh as the data protection officer. This means that she is the point of contact for any data related query.

Telephone number: 020 79983503

Email: info@lset.org.uk



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Process:

LSET team has put in place a process by which we take on new participants ensuring we collect data that is solely to be used by the purpose and intent of collection. We may collect your personal information in several ways, including:

- ✓ directly from you, the individual client (unless it is unreasonable or impracticable to do so);
- ✓ company representatives from third parties such as our partners and Tax Authority like HMRC.

The details we collect include:

- ✓ Name
- ✓ Address
- ✓ Contact telephone / Email address/ Face book/ Tweeter
- ✓ Date of Birth
- ✓ We take original documents that are returned to you after we take a photocopy.
- ✓ We do not accept photocopy unless there are presented with original to validate them.

We also ask for the client's consent to use any personal information collected following this Privacy Policy at the time of login to our Site. If a client does not wish to provide us with their consent, they cannot agree to the Site Terms and Conditions and must not use the Site.

Participants and other associates have a right to request a copy of the personal information we hold about them, and participants and other associates can also update their personal information at any time. If you wish to receive a copy of this information or to update or correct information held about you, please address your request to the Privacy and Data Protection Officer (contact details below). We will endeavour to deal with your request promptly.

Prevention

- We retain the personal information that we collect from our participants and other associates for as long as it is needed to provide
- We take reasonable steps to delete the personal information we collect if your registration to use our Site lapses and you opt-out of receiving further communications from us, or if you ask us to delete your information. We may, however, retain and use personal information as necessary to comply with our legal and regulatory obligations, to resolve disputes and to enforce our agreements, and we may retain and use anonymous and aggregated information for performance reporting, benchmarking and analytic purposes and for product and service improvement.
- Participants and other associates can request that their personal information be deleted by contacting the GDPR officer Ms Sunita Singh, contact provided above.
- Participants and other associates have a right to request a copy of the personal information we hold about them, and participants and other associates can also update their personal information at any time, in each case by contacting the GDPR officer.
- If you wish to receive a copy of this information or to update or correct information held about you, please address your request to GDPR officer who will endeavour to deal with your request promptly.

Data transfers, storage and processing globally

- Participants and other associates' personal information is uploaded to and stored on servers that are maintained by third parties that comply with strict contractual privacy obligations. These servers are in a fully safe place which is monitored constantly.
- As we operate in the UK, we may on occasion allow your personal information to be accessed in countries other than your location. We may do this where data is accessed by email or through our website.
By consenting to the collection and use of their personal information, participants and other associates' consent to their personal information being transferred and stored in this manner.
- Access to the data is restricted only to the users themselves – and then only via our website by which it is accessible global outside the UK & EU.

We're committed to protecting your personal information and want you to have complete transparency on how we gather and process your data when using our services. Our [Privacy Notice](#) clearly outlines all this for you.

LSET TEAM is here to help

For all your queries and information, please contact

Ms Sunita Singh

Hamilton House, Mabledon Place, London WC1H 9BB

Telephone number: 020 7998 3503

Email: info@lset.org.uk