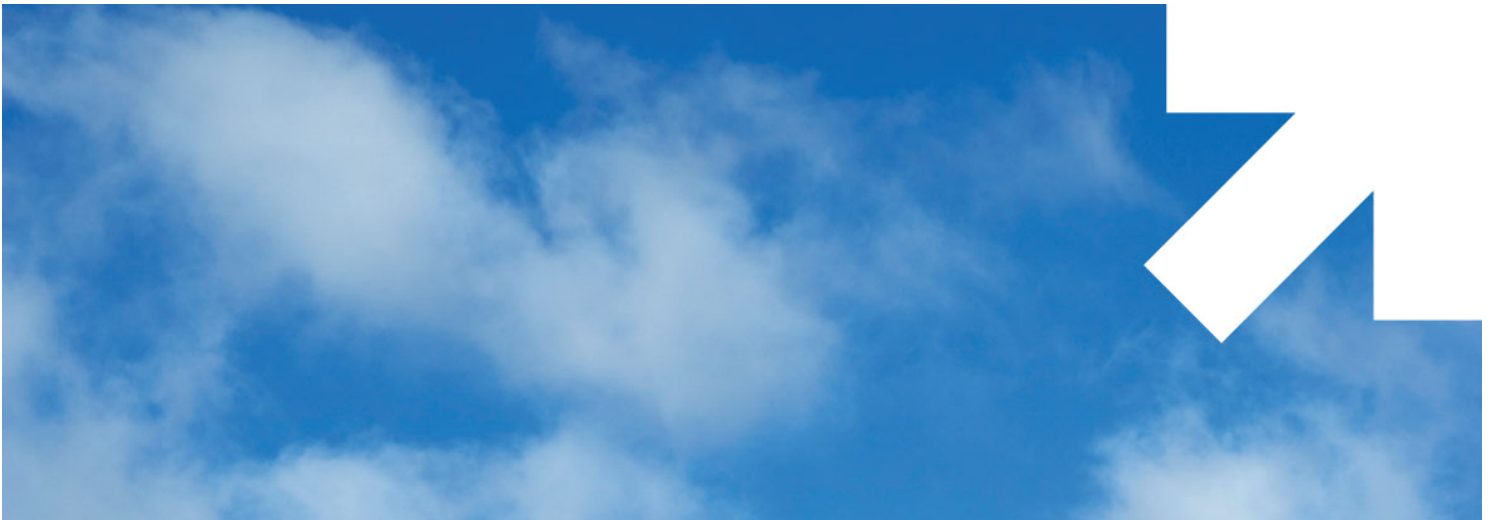


Consalia Limited

Privacy Policy



By Yvonne Green
V1.2 on 31 / 01 / 2019

Consalia's Privacy Policy Version 1.2

Consalia is a global sales transformation company, with a vision to promote Sales as the World's most sought after profession.

Why Consalia holds data

We process information relevant to providing sales education training to our clients. The data we hold may include:-

- Personal details
- Training details
- Education and employment details
- Business activities of the person whose personal information we are processing
- Lifestyle and social circumstances
- Where you live and your nationality

Where necessary or required we share information with:-

Business associates and other professional advisers, Educators and examining bodies, current past or prospective employers, family, associates and representatives of the personal data we are processing, employment and recruitment agencies, financial organisations, credit reference agencies, debt collection and tracing agencies, person's making an enquiry or complaint, other companies in the same group, central government, and Consalia partners, Suppliers and service providers.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act and GDPR.

The Data Protection Act

The Data Protection Act 1998 (DPA) (the General Data Protection Regulation GDPR from May 2018) protects the rights of individuals by setting out certain rules as to what organisations can and cannot do with information about people. A key element to this is the principle to process individuals' data lawfully and fairly. In order to meet the fairness part of this we need to provide information on how we process personal data.

Consalia takes its obligations under the Data Protection Act very seriously and will always ensure personal data is collected, handled, stored and shared in a secure manner.

The following statement will outline what personal data we collect, how we use it and who we share it with. It will also provide guidance on your individual rights and how to make a complaint to the Information Commissioner's Office, the regulator for data protection in the UK. Consalia's official contact details are:-

Data Protection Officer, Consalia Limited, The Glasshouse, 5a Hampton Road, Hampton Hill, London TW12 1JN Telephone +44(0) 2089776944.

How and Why does Consalia use Personal Data?

We process personal data to enable us to provide education and training to our customers and clients; to promote our services, to maintain our own accounts and records and to support and manage our employees.

- To enable us to administer student related training, events, contact, alumni services.
- To plan and account for the use of services provided.
- To produce information including statistics for relevant external agencies such as the Higher Education Statistical Agency(HESA) and the Higher Education Funding Council for England(HEFCE).
- To enable Consalia staff to communicate with students
- To monitor academic progress over the period of enrolment towards completion of a qualification.
- To monitor, develop and update Consalia systems to ensure they continue to operate effectively and securely.
- To monitor equality and diversity objectives.

What Personal data does Consalia collect?

Consalia collects personal data from companies and students at various stage for the above reasons which may include:-

- Name and address details(home)
- Family details
- Initial email, telephone number

- Business activities of the person whose personal information we are processing
- Lifestyle and social circumstances
- Application form information, including gender, age/date of birth,
- Nationality and country of residence
- Disability declaration

- Course and stage detail
- Assessment models
- Additional data may be collected by Consalia where relevant
- Funding, bursary and fee related information?
- Goods and services

We also process sensitive classes of information that may include:-

- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Trade union membership

Who the information is processed about

- Customers
- Clients
- Students
- Trainers
- Employees
- Suppliers
- Professional advisers and consultants
- Complainants, enquirers

Sharing Personal data

Consalia is sometimes required to share personal data with certain other organisations in order to meet statutory requirements or to provide services to students. Where Sharing is necessary, this will always be undertaken in line with the requirements of data protection law, either through the consent of the individual, or another relevant legal gateway. The personal data that is actually shared will always be limited precisely to what the other organisation needs to meet its requirements or deliver its services.

How Long Does Consalia keep Personal Data?

Consalia takes its obligations under the DPA very seriously in terms of not holding onto personal data for any longer than is necessary. Consalia has a retention schedule in place for the different categories of data it holds.

In some cases, there are good reasons as to why Consalia needs to retain data about students and other individuals for a significant period of time. The most important reasons are outlined below:

- For maintaining contact with students throughout their learning journey
- For alumni services and ongoing relations with Consalia
- To deal with queries
- For statutory reporting purposes and in order to complete statutory surveys such as the Destination of Leavers from higher Education Surveys etc.

Consalia Website

Sometimes our new website will collect information about you that is not personally identifiable. Examples of this might include the internet browser you are using, the type of computer operating system you are using and the domain name of the website from which you are linked to our site.

We use cookies to analyse visits to our site and optimise the content for our users. We do not store personal data from cookies.

For information on our Current registration details on ICO register of Data Controllers Entry Details please contact the Data Protection Officer.

