



## Privacy Policy

### Data Security Statement

Cambium Sustainable as an organisation is committed to protecting the privacy of our learners and visitors to our website.

We maintain various physical, electronic and procedural safeguards to protect personal information in our care. We will be the data controllers for the purposes of the Data Protection Act 2018.

ICO details:

- Organisation name: Cambium Sustainable Limited
- Data Controller: Sam Goddard
- Reference: ZB267262

We are committed to safeguarding and protecting personal information and will implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to protect any personal information provided to us.

We use the following software to gather, store and access information. All of these are password protected and only accessible to authorised personnel within Cambium. Each has their own Data Security measures in place:

- Google Workspace
- Google Drive
- Microsoft OneDrive
- Monday.com
- Bookwhen
- Moodle
- Mailchimp
- Agored Cymru

We do not store any details of credit cards or other financial methods of payment used to pay for courses.

We will not disclose information about our customers to other organisations except where it is a necessary part of providing the service that you have contracted to gain from us, e.g. sharing learner registration information with Agored Cymru or where specifically agreed via opt-in selection.

We do not and will not sell, rent out or trade any personal information.

We will not disclose any personal information without consent unless we reasonably believe that disclosure is necessary to lessen or prevent a threat to life, health or safety of an individual or to public health or safety or for certain action to be undertaken by an enforcement body or where such disclosure is authorised or required by law.

Our websites collect aggregate, anonymous statistics about the number of visitors and the type of purchases made on the site. Our websites also use cookies – these are information files that are stored on your hard drive. It is possible to change the settings on browsers to prevent cookies being stored without explicit consent.

### **Our learners**

When enrolling with Cambium Sustainable, consent is given by the learner to be contacted by us and Outdoor Learning Resources. We pass on email addresses to OLR when the learner has agreed to this so they can contact them regarding their offers.

Any personal data will be retained from the time of completing the application form only for as long as necessary for processing the learner through to completing their qualification, ie not more than 2 years, except in extenuating circumstances. Any personal or medical information given for the purpose of the health and safety during the training course contact days will be destroyed after the training course contact days are completed.

For privacy information concerning use of photographic evidence presented for qualifications, please see Learner Terms and Conditions.

Providing information on the enrolment / registration or application form is 'opting in' and consenting to receiving communication from us about that training course, as well as occasional information on other training, products and special offers which we think may be of interest. Learners have the right to withdraw this consent at any time.

Learners are required to give sufficient information to enable them to be registered. As a minimum they must supply their full name, date of birth and postcode. We advise Associate Trainers to use an enrolment form that is explicit and honest about:

- what the data will be used for
- that in completing it, the learner is giving consent for their data to be used for the stated purposes

If at any point during the time that we store any personal information there is a request for us to remove that information from our databases, those details will be deleted / destroyed as appropriate.

### **Associate Trainer Network**

All Associate Trainers are required to comply with the Data Protection Act 2018. They / their organisation bear full responsibility for their own Data Privacy and for implementing a robust policy and procedures to maintain security. Cambium Sustainable takes no responsibility for this.

Last Reviewed : July 2023

Next Review : July 2024