

SSP Training Privacy Statement

We are committed to ensuring that your privacy is protected and we strictly adhere to the provisions of all relevant Data Protection Legislation including the EU General Data Protection Regulation (GDPR) and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

What information do we collect about you?

SSP collect information about you when you apply for training. You will be asked to complete our online registration form to register with our booking system, which is accessed from our webpage. This information includes your workplace address, email contact address, telephone contact number and the job title and agency you work/volunteer for. It may also include your invoice address if your agency pays for SSP face to face training. This information is stored on our online booking system which is managed by Virtual College and you can check Virtual College's Privacy Policy at <https://www.virtual-college.co.uk/privacy-policy>

SSP collects information about you when you become a member of the SSP Training Sub Group or the SSP Training Pool. This information may include your workplace address, email contact address, telephone contact number and the job title and agency you work/volunteer for. This information is saved on Shropshire Council's server and controlling access to systems and networks allows Shropshire Council to stop people who are not allowed to view your personal information from getting access to it. You can view Shropshire Council's Privacy Policy at <https://shropshire.gov.uk/privacy>

How will we use the information about you?

SSP will use the information about you to administer the training which you apply for including confirmation details and information about online evaluations and certificates. The SSP may also contact you for your verbal feedback on the impact the training has had on your working practice. SSP may report back to your agency on the training you have undertaken so that they can update their own CPD records. SSP does not pass on your personal details to any other organisation unless required to do so by law. As your information is stored on our booking system which is managed by Virtual College, Virtual College may wish to contact you about their e-learning modules and services. You can access Virtual College's Privacy Policy at <https://www.virtual-college.co.uk/privacy-policy>

If you are a member of the SSP Training Sub Group or SSP Training Pool, SSP will use the information about you to administer the SSP Training Sub Group meetings and SSP Training Pool meetings. SSP may report back to your agency on the training you have undertaken. SSP does not pass on your personal details to any other organisation unless required to do so by law.

Marketing

SSP may send those registered on our training booking system information on other relevant safeguarding training.

SSP will send relevant information via email regarding safeguarding and safeguarding training to members of the SSP Training Sub Group and SSP Training Pool.

Access to your information and correction

You have the right to request a copy of the information that we hold about you.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Retention of data

SSP will retain your multi-agency and e-learning training records indefinitely unless you advise us that you wish for your training record to be deleted. Your training record will be deleted upon receipt of an email request from you to SSP at SSPtraining@shropshire.gov.uk

SSP will retain your personal details if you are a member of the SSP Training Sub Group or SSP Training Pool until we are advised that you have withdrawn from either group or you have been removed from either group. Once withdrawn or removed from either group your record will be deleted.

Contact for Further Information

SSP Training Team, Ground Floor, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

Tel: 01743 254370

Email: SSPtraining@shropshire.gov.uk

Website: <http://www.safeguardingshropshireschildren.org.uk/professionals-and-volunteers/safeguarding-training/>

Privacy Statement updated 25/5/2018