



Dentrain

Professionals Ltd

Established Independent Training Provider for Professionals

GDPR/Data Protection Privacy Policy

Version Control Statement

Section	Date	Author	Changes
Written	26/10/20	YB	
	24/2/22	ZG	Tidy up
	11/5/22	ZG	Tidy up font
Reviewed annually if no updates before	Next date for Review	May 2023	By who: ZG

Miss Zoe J.Gee – Director

GDPR/Data Protection Policy

About the Policy

This privacy policy sets out how Dentrain Professionals Ltd uses and protects any information that you give/supply to Dentrain Professionals Ltd when you use the website, complete our application forms for courses or jobs, request course information, etc.

Dentrain Professionals Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our company, and then you can be assured that it will only be used in accordance with this privacy statement.

Dentrain Professionals Ltd may change / update this policy from time to time, although it will be reviewed annually.

We, Dentrain Professionals Ltd, are required to comply with the provisions of the Data Protection Act 2018 in relation to how we handle any personal data which we obtain from you.

Any personal information gathered will only be used in the context of your studies/enquiry with us. We may also collect sensitive personal data relating to you but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you. We may also request further information from third parties or shall disclose your details to other selected third parties, such as accrediting bodies: City & Guilds and NEBDN, or their regulators or industry bodies (General Dental Council).

In disclosing your personal details to us, you agree that we may process and in particular may disclose your personal data where necessary.

As required by law to any third parties.

To City & Guilds, NEBDN or their regulators or industry bodies (General Dental Council), who may use your personal data to:

- Undertake administration in relation to the qualification for which you are registered, including providing you with certificate on successful completion of your qualification or
- Specified units of it;
- Contact you directly in relation to NEBDN or City & Guilds centre approval or qualifications' for which the candidate it registered;

- Inform you of products or services offered by City & Guilds or NEBDN;
- Disclose to NEBDN, GDC or City & Guilds' regulators where so required;
- Disclose to relevant industry bodies where so required by law;
- Carry out statistical analysis on an anonymised basis;
- Disclose your person details to third parties for the purposes of providing prizes, remuneration and qualification for candidates;
- Administer requests for reasonable adjustments under the Access of Assessment policy;
- Carry out statistical analysis (on anonymised basis) which may be carried out by us or selected third parties; and
- To monitor (on anonymised basis) equal opportunities relating to ethnicity or disability or;
- Other such monitoring purposes.

A full CV, and copies of identification/proof of address, two references will be kept on file, and proof of management seeing this will be kept. They will be used to complete a DBS check online by Zoe Gee. The DBS checks will be renewed every 3 years whilst in employment at Dentrain Professionals Ltd.

What we collect

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

What we do with the information we gather

We require this information to understand you needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping

- We may use the information to improve our products and services

-W may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the information which you have provided. Also, monthly newsletters

- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting.

You may request details of personal information which we hold about you under the Data Protection Act 2018. A small fee will be payable. If you would like a copy of the information held on you please write to Dentrain Professionals Ltd, Dentrain Professionals Ltd, Bridge Place, Rear of Bridge Street, Bolton, BL1 2EA

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.