

PRIVACY POLICY

A new data privacy law comes into effect in the UK on 25 May 2018. As a result we are publishing a new Privacy Notice to make it easier for you to find out how we use and protect your data with SVRTS .

We also want to make you aware that the principal of SVRTS has always acted as the data controller for your information responsible for deciding how your information is used and ensuring it is private and secure.

Information about students is not shared with anyone without their express permission.

SVRTS will not be changing the way we use your personal data but the new Notice will provide you with additional details such as:

- Your increased rights in relation to the data we hold about you
- How we keep your personal data secure
- The types of personal data we collect about you and how we use it
- The legal grounds for how we use your data

The Privacy Notice will apply from 25 May 2018 and you will be able to view it at www.sorene.co.uk

The new General Data Protection Regulation (GDPR) which comes into force on 25 May 2018 will apply to all personal data, which means any information about a living person who can be directly or indirectly identified by it.

The GDPR replaces the current Data Protection Act, which is now 20 years old. GDPR is intended to give people greater control of their personal data once they have given it.

The following sets out our privacy policy in respect of SVRTS students and how it affects you. In order to fulfil our contracts with clients and/or suppliers if any, and with you we need to retain certain information about you. This information is stored securely on the principal's computer, password protected. It is important that student help SVRTS to keep your personal information about you up to date.

If you have any questions about the information contained in this policy or the data we hold about you, please ask.

INFORMATION

We may hold the following information.

- i. Full name
- ii. Personal address
- iii. Business address (if different), if provided

- iv. Telephone numbers – home and mobile, if provided
- v. Email address, if provided

We use the above information to:

- (a) Carry out our obligations arising from any contracts entered into as a student of SVRTS.
- (b) Inform you via, email, Facebook, or any other platform which SVRTS may deem appropriate, of any information regarding the SVRTS or verbatim reporting in general.
- (c) Carry out our obligations arising from any contracts entered into between the SVRTS and you, whether ad hoc or on an ongoing and regular basis.
- (d) Inform you of updates to legislation and general guidance in relation to any of the above.
- (e) Carry out our obligations in relation to the requirements of the HMRC or other government departments and any other bona fide body so requiring such information.
- (g) Enable the SVRTS to comply with any other legislation as may be from time to time stipulated by the laws of the United Kingdom.

YOUR RIGHTS

We will retain your information for a reasonable period or for as long as the law or regulation requires.

You are entitled to see the personal information we hold about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date.

DISCLOSURE

- We may share your personal information only with official bodies such as HMRC.
- Such personal information will be limited to your name, address, landline and/or mobile telephone number and email address.
- Unless required to do so by law, we will not otherwise share any of the information you provide to us without your consent.
- The information you provide to us will be held on our Chair's and Treasurer's computer which is password protected, as well as index cards.

CHANGES

Any changes we make to this Privacy Policy in the future will be notified to you in advance.

COMPLIANCE

In order to comply with GDPR we will be reviewing our policy twice-yearly, 25 November and 25 May.