

GDPR Policy

Introduction

Johnson Training Ltd (the 'Organisation') hereafter referred to JTL, aims to provide excellent quality training and consultancy to its customers on time and within budget.

This document sets out our GDPR Policy and sets out how we aim to meet our obligations under the GDPR Regulations and is aimed at our partners, learners and all interested parties who encounter a direct or indirect service from JTL.

GDPR Regulations:

Johnson Training Ltd is registered with the ICO. What data do we collect?

Under the terms of the GDPR, **Johnson Training Ltd** is considered the "controller" of data that individuals or companies provide us. Through our day-to-day business interactions with customers we may, where applicable, collect and process the following personal and/or sensitive data:

- Your name
- Your data of birth
- Your gender
- Your specific learning requirements
- Your contact details (phone numbers, postal address(es) and email address(es))
- Your job title
- Your personal or company credit card / billing information

Why do we collect this data and how do we use it?

We collect data in order to fulfil a variety of obligations, and we ensure that those sharing data with us are aware of what information is mandatory and what is optional in order for us to fulfil those different obligations.

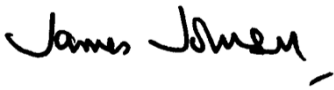
Under the terms of the GDPR, we collect and process this data on one or more of the following bases:

- **Consent:** for example, when you provide us with your email address and formally opt-in to receive marketing communications from us (e.g. to let you know about where and when courses are offered)
- **Feedback on assignment performance and issues of certification:** we may use an individual's personal information to contact them directly
- **Legitimate interests:** for example, in order to assist with complaints or appeals or to optimise your website experience

Who do we share your data with?

We take all reasonable steps to ensure that personal data is suitably protected and can only be accessed and processed by those with a legitimate reason to do so. Aside from the applicable **Johnson Training Ltd** staff, personal data may be shared with the following third parties:

- Members of staff at a learner's training provider or employer
- External awarding organisations (where appropriate)

Name:	James Johnson
Position:	Managing Director
Signature:	
Date:	30 10 2018

Review date	Reviewed by:	Comments	Version
30 10 2019	JJ	No changes required	1
29 10 2020	JJ	No changes required	1
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