



SIGN WITH BETH

GDPR Privacy Statement

We are committed to safeguarding the information that we hold about you while at the same time giving you better control over your personal information.

What we do with your information

This document explains your rights, as a customer of Signature, under the Data Protection Act 1998.

The Data Protection Act 1998 ensures that we comply with a series of data protection principles. The following principles will apply when we handle your personal information:

Overall principles

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- We will provide you with a copy of your personal information on request.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any disputes.
- Centres are required to provide Signature and the regulatory authorities with any candidate details upon request.
- These principles apply whether we hold information include your name, address, contact number, email address on paper at the office file and kept secure. All your information stored security in the computer with a password and your emails will be removed when you completed your course within a year.

How long we will keep your information

We will only keep your information for as long as it is necessary. The period that we have to keep your information is usually set out in law. When your information is no longer needed it will be securely and confidentially destroyed.

Name: Beth Bartholomew

Signature: 

Date: 04/11/2019