



Privacy Policy 14 September 2020

This privacy policy explains when and why we collect personal information, how we use it, the conditions under which we disclose it to others and how we keep it secure. TVLPN is both the data Controller and Data Processor.

1) INFORMATION ABOUT THE TEES VALLEY LEARNING PROVIDER NETWORK LTD (TVLPN)?

The TVLPN is a registered charity with over 40 members. TVLPN consists of local authorities, privately owned companies, colleges and national organisations. Members are engaged in the delivery of vocational and apprenticeship training leading to nationally recognised qualifications. Our registered address is: **Office 45, Unit 1, Flex Space Business Centre, Stephenson Court, Skippers Lane Ind Est, Middlesbrough, TS6 6UT.**

2) WHAT PERSONAL INFORMATION DO WE HOLD AND USE?

We hold personal information about staff, customers, and users of our services.

You provide us with information when you:

- contract with us for the provision of services
- opt-in to receive information from us.

This information includes personal information such as your full name, address, email address, telephone number, job title, department, communications with you and activities in which you have participated.

3) HOW WE USE YOUR PERSONAL INFORMATION

To pay for a service rendered.

4) WHERE WE STORE YOUR INFORMATION

Information is stored electronically and is password protected. Information that is recorded on paper files is stored securely in restricted access offices and after the financial year is stored in a secure locked storage unit.

5) DISCLOSURE OF INFORMATION

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

6) HOW LONG DO WE HOLD YOUR INFORMATION?

Your information will be kept for 6 years in line with the HMRC guidelines.

7) YOUR RIGHTS

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email jo.thompson@twvbl.net 01642 271116.

8) CONTACT

Questions, comments and requests regarding this Notice should be sent by email to jo.thompson@twvbl.net 01642 271116