**TMA Privacy notice**

**Policy Statement**

The Management Academy Ltd (TMA) is committed to protecting your personal data. This policy explains how and why we use your personal data to make sure you remain informed and in control of your information. The policy is effective immediately for all users and includes the enhanced date protection rights required under the EU General Data Protection Regulations (GDPR).

**Personal Data**

Personal data relates to any information about a person that makes you identifiable.

We collect data you give to us. For example:

* Personal details (name, date of birth, email, address, telephone, education details etc.) when you enquire about or sign up for a course
* Data known as sensitive personal data (ethnicity, additional learning needs)

**Why we collect personal data ?**

We may collect or store personal data where we have been asked to do so by official Government agencies or where the information is needed for 3rd party qualifications or for the assessment of additional educational support needs.

**Use of personal data**

We will **never** sell your personal data. We will only share personal data where there is a requirement to do so in order to provide you with our services or to meet our legal obligations. We will only use your information for the purpose or purposes it was collected for. We will only use your personal data with your consent.

**How do we use personal information?**

**Administration**

We use personal data for administrative purposes. This includes:

* Maintaining databases of our students and their educational progress
* For registration with accredited qualification bodies who are integral to our courses (such as the Institute of Leadership & Management)
* Performing our obligations under apprenticeship or training contracts

**Marketing**

We use personal data to communicate with people who have specifically requested more information about TMA’s services.

**Disclosing and sharing data**

We may share personal data with other organisations who provide us with services. For example, we may use an IT supplier to provide a Learning Management System. However, these activities will be carried out under contracts which have strict requirements to keep your information confidential and secure.

**How do we protect personal data?**

We use a variety of physical and technical methods to keep your data safe and to prevent unauthorised access or sharing of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information using both physical and electronic means.

Our employees receive data protection training and we have a set of detailed data protection procedures which personnel are required to follow when handling personal data.

**Storage of personal data**

TMA’s operations are based in the UK and we store our data within the European Economic Area (EEA). We will never process or store personal information outside of the EEA.

**How long does TMA keep information for?**

We will only use and store information for as long as it is needed for the purposes it was collected for. We continually review what information we hold and delete what is no longer required.

**How do we ensure that you remain in control of your data?**

We want to ensure you remain in control of your personal data and that you understand your legal rights which include:

* The right to ask and be told whether or not we have your personal data and, if we do to obtain a copy of the personal data we hold (this is known as a subject access request)
* The right to have your data deleted (though this will not apply where it is necessary for us to continue to use the data to administer your training course or apprenticeship).
* The right to have incorrect data amended
* The right to object to your data being used for marketing purposes or profiling

**Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies (google analytics) to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

**Questions or Complaints**

If you have any questions about this policy or wish to make a complaint, please contact our Data Protection Officer at enquiries@tma.work.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at www.ico.org.uk.

**About Us**

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you) will be collected and used by TMA which is a private limited company (Company No: 09987049). For the purposes of data protection law, TMA will be the Data Controller

**Any changes to this privacy policy**

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The latest version of our Privacy Policy will always be posted on our website.

**Dated: May 2018**

***Review: January 2019***