



## L.I.T.S. Limited Privacy Policy

### **Our contact details**

Name: L.I.T.S. Limited

Address: 19 Fairway, Petts Wood, Orpington, Kent. BR5 1EF.

Phone Number: 01689 897620

E-mail: [enquiries@lits.org.uk](mailto:enquiries@lits.org.uk)

### **The type of personal information we collect**

We currently collect and process the following information:

Personal identifiers, contacts and characteristics:-

- Name
- Address
- Date of Birth
- Telephone Number
- Email Address
- NI Number
- Passport & Birth Certificate Numbers
- Ethnic Origin
- Sexual Orientation

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by the learner, or their employer, for one of the following reasons:-

- Qualification registration
- Identification
- Course programmes
- Funding allocation

We may share this information with:

- The Education and Skills Funding Agency (ESFA)
- The Office for Standards in Education (Ofsted)
- Approved assessment centres
- Awarding bodies
- Colleges, universities and approved training providers

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent.
- We have a contractual obligation.
- We have a legal obligation.
- We need it to perform a public task.
- We have a legitimate interest.

## **How we store your personal information**

Your information is securely stored on our central server and, in the instances of original/hard copies, in a secured filing system.

We keep this information for six years. We will then dispose of electronic information by auto deletion and paper-based information by shredding after this time.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us via our contact details recorded at the top of this document.

## **Changes to our privacy policy**

L.I.T.S. Limited keeps its privacy policy under regular review. This privacy policy was last updated in May 2021.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us via our contact details recorded at the top of this document.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>