

In May 2018 there will be changes to the Data Protection Act

Our present policies are as follows

Information given to us on course application forms.

These application forms are kept on file until the expiry date of the related award. (ie 2 years after the final assessment)

Only essential information for the issue of the award certificate is sent to HQ. These are the candidates, name, address and date of birth. We do not forward telephone numbers, e.mail addresses, parents/guardians details, nor any medical information

We do keep on electronic database a record of all awards gained, together with name, Date of Birth and date award gained.
This can be inspected by prior arrangement.

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