

ELM TRAINING SERVICES

ESTABLISHED 1985

NOTTINGHAM AM2 ASSESSMENT CENTRE

**ELECTRICAL
TRAINING**

UNIT 7
BREYDON INDUSTRIAL CENTRE
HUSS'S LANE
LONG EATON
NOTTINGHAM
NG10 1GS

TEL: 0115 946 3342

FAX: 0115 946 3342

Email: elmtraining@elmtrg.com

Web: www.elmtraining.com

VAT Reg No. 610 6397 56

May 2018

Due to the new GDPR legislation coming into effect May 2018 we are informing you of the personal information we hold for you and the terms under which we control it.

Elm Training Services will be what is known as the 'Controller' of the personal data you provide to us.

The records we hold for you may include:

- Your name, National Insurance number, personal telephone number's, email and home address
- Company and training provider name and address, telephone numbers and email address's

We need to know this basic personal data in order to fulfil our contract we have with you.

All the personal data we hold about you is only stored and processed in our admin/accounts office, our training and assessment sections and the awarding bodies e.g. NET & City and Guilds.

We keep your personal data for the duration of your time with us and for 7 years afterwards. After this all digital and hard copy files will be destroyed.

Your personal information will not be used for marketing purposes and you can request to have a copy of any data we hold for you at any time.

Many thanks

Denise Roper

Data Protection Officer