

Fair Processing Statement

1.1 Disclosure of Information

ACL Training will process your personal data for any purposes connected with your studies, your health and safety whilst at a seminar or event and for any other legitimate reason. This may include compilation of data regarding your engagement with an ACLT course. Information about you may be disclosed to other bodies as required by law, for crime prevention or detection purposes. Disclosures will also be made by ACLT as outlined below:

- to authorised bodies such as sponsors, government agencies (e.g. Home Office, Child Support Agency), information sharing partners and present/potential employers. Your contact details may also be passed to ACLT's agents for the purpose of administering our own surveys;
- to debt collection agencies acting on behalf of the ACLT in the event that you owe money to ACLT which is not repaid within the appropriate timeframe;
- release of results to former schools/colleges, and publication of awards in local newspapers;
- if you elect to make on-line payments to ACLT, limited information (date of birth and student numbers) will be disclosed to the ACLT's service provider for validation purposes;
- names will be included in pass lists and may be displayed on the ACL website;
- to the CLSB to enable part of their work on monitoring and standards and upon completion of the qualification and supervised practice for the purpose of applications to be regulated.

1.2 Sensitive Data

ACL Training may hold information about you which constitutes 'sensitive data' as defined in the Data Protection Act, such as information about your ethnic group, relevant health records and the disability classification which you supplied to ACLT. The ethnicity information supplied will be used to comply with the requirements of equal opportunities legislation and ACLT's Race Equality Policy. Information on student admissions and progression will be publicly available; however, it will not be possible to identify individuals from this information, which will assist ACLT in ensuring equality of opportunity. The disability information supplied will be shared with relevant staff of ACLT in order to provide you with the best possible support for your studies.

1.3 Communication

Please note that ACLT may contact you by post or by electronic means such as telephone, texting or email. You have the right to opt out of receiving marketing material by post or by electronic means, and you can exercise this right by contacting the sender of the communication.

1.4 Declaration

Students are deemed to make the following declaration upon enrolment:

I understand that by signing my enrolment form (electronically or on paper) I consent to the uses of my personal data as described above.