

## **Creative Process Digital Privacy Statement**

### **Introduction**

Creative Process Digital is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Personal data is any information relating to an identified or identifiable living person. CPD processes personal data for government funding training purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each type of funding may differ.

When collecting and using personal data, our policy is transparent about why and how we process personal data. To find out more about our specific processing activities please go to the relevant sections in this statement.

### **Our Processing Activities**

#### **Students/Employers**

Our policy is to collect only personal data necessary for agreed purposes and we ask our students and employers to only share personal data where it is strictly needed for those purposes.

Given the services we provide, we process data required for funding from the Educational Skills Funding Agency.

Contact Details

Date of Birth

National Insurance Number

Gender

Ethnicity

Prior Attainment

Household Information

Employer Reference Number

#### **Staff**

We collect personal data concerning our own personnel as part of the administration and management of our business activities.

## **Suppliers**

We collect and process personal data about our suppliers (including subcontractors and individuals associated with our suppliers and subcontractors), to manage the relationship, contract, to receive services from our suppliers and, where relevant, to provide services to our funding body.

## **Use of Personal Data**

### ***Providing Training Services***

We provide a range of training services which require us to process personal data in order to provide government funding. For example, we need to use personal data to enroll a student onto an apprenticeship programme.

### ***Receiving Services***

We process personal data in relation to our suppliers and their staff as necessary to receive their services.

### **Administering, managing and developing our business and services**

We process personal data to run our business including:

- Managing our training services with students and employers
- Developing our business and services (such as identifying improvements in service delivery)
- Maintaining and using IT systems
- Hosting events

## **Security**

We take the security of all the data we hold very seriously. We have a framework of policies and procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

## **When and how we share personal data and locations of processing**

We will only share personal data with others when we are required to do so for funding purposes.

Personal data held by us will be transferred to:

Government or regulatory agencies

Awarding Organisations

## **Data Protection Officer and Contact Information**

The data protection officer at Creative Process Digital is Jack Hiatt, under ICO registration number: ZA113529

If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

Data Protection Officer  
Creative Process Digital  
Eighth Floor  
Telecom House  
125-135 Preston Road  
Brighton  
BN1 6AF  
Email: [info@creativeprocessdigital.com](mailto:info@creativeprocessdigital.com)  
Phone: 01273 232 273

### **Individuals' rights and how to exercise them**

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights. Where we decide how and why personal data is processed, we are a data controller and include further information about the rights that individuals have and how to access them.

#### *Access to personal data*

You have a right of access to personal data held by us as a data controller. This right may be exercised by emailing us at [info@creativeprocessdigital.com](mailto:info@creativeprocessdigital.com). We will aim to respond to any requests for information promptly, and in the event with the legally required time limits (currently 40 days).

#### *Amendment of personal data*

To update personal data submitted to us, you may email us at:  
[info@creativeprocessdigital.com](mailto:info@creativeprocessdigital.com)

When practically possible, once we are informed that any personal data processed by us is no longer accurate, we will make corrections (where appropriate) based on your updated information.

#### *Withdrawal of consent*

Where we process personal data based on consent, individuals have a right to withdraw consent at any time. To withdraw consent to our processing of your personal data please email us at [info@creativeprocessdigital.com](mailto:info@creativeprocessdigital.com) or, to stop receiving an email from a CPD marketing list, please click on the unsubscribe link in the relevant email received from us.

#### *Other data subject rights*

This privacy statement is intended to provide information about what personal data we collect about you and how it is used. As well as rights of access and amendment referred to above, individuals may have other rights in relation to the personal data we hold, such as a right to erasure/deletion, to restrict or object to our processing of personal data and the right to data portability.

If you wish to exercise any of these rights please send an email to [info@creativeprocessdigital.com](mailto:info@creativeprocessdigital.com)

### **Complaints**

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to [info@creativeprocessdigital.com](mailto:info@creativeprocessdigital.com). We will look into and respond to any complaints we receive.

You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.