



General Data Protection Regulation (GDPR) Privacy Notice

From the 25th May 2018 the new General Data Protection Regulation comes in to force. The Regulation states that we must inform you of the lawful bases of collecting your data.

My Skills For Life Ltd (MSFL Ltd) is both a data Processor and Controller for information coming into the company.

What are the 6 Lawful Bases?

- (1) Consent:** The individual has given clear consent for you to process their personal data for a specific purpose.
- (2) Contract:** The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (3) Legal Obligation:** The processing is necessary for you to comply with the law (not including contractual obligations).
- (4) Vital Interests:** The processing is necessary to protect someone's life.
- (5) Public Task:** The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (6) Legitimate Interests:** The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

My Skills For Life Ltd (MSFL Ltd) will be processing your data under these Lawful Bases.

By signing below, you agree that My Skills For Life Ltd (MSFL Ltd) is permitted to hold personal information about you as part of its candidate, training, Event Medical Staffing and other business records and may use this information in the course of its business. This applies to information held, used or in any medium, including course and event photos for marketing purposes. We **never** pass information to third parties for direct marketing purposes.

In addition you give MSFL Ltd permission to collect, retain and process information about you such as age, gender, ethnic origin, job and grade. This information will only be used as required by the Government or its agents and in order to monitor our compliance with the law and best practice in terms of equal opportunity, non-discrimination and good human resource management.

For the purposes of registration and administration of qualifications, we will disclose any personal information that you provide to the relevant Awarding Organisation who will process this information for the purposes of administration. Due to the Internet based functionality of the Awarding Organisation Registration systems, the processing of the information by the Awarding Organisation may involve transfers of data outside the European Economic Area.

By providing us with personal information, you acknowledge and agree to the above, and The Awarding Organisation processing of data in this way.



For the purposes of Event Staff and organisers your information will be held by us MSFL Ltd and forwarded to the appropriate Event Organisers and any team members for each event.

The information which we hold may be checked with you from time to time to ensure that it remains up to date. Should your personal circumstances change, you should notify MSFL Ltd immediately.

If you would like to see copies of the information that MSFL Ltd hold and share about you then please do not hesitate to contact us.

If you would like to withdraw your consent at any time please contact us and we will delete all records accordingly.

Version: **Version 4**