

Privacy Policy

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Purpose

This privacy policy aims to give an overview of how Swim Tutor uses your data.

Content

- Who we are
- The information we collect
- How we store your data
- Who we share your data with
- Your rights
- Who to contact if you have an issue.

About us

Swim Tutor is a Safety Training Awards (STA) Approved Training Centre (ATC) delivering a range of aquatic and lifesaving qualifications across the leisure sector. As an ATC, we must comply with the rules and regulations set out by the STA and the regulating body in England, Ofqual.

The information we collect

Date type	Data collected	Stored	Retention Period	Shared with
Course booking form	- Name - Address - Date of birth - Contact detail including email and phone - Emergency contact detail	Electronic copies: Head Office Paper copies: Head Office	The lifetime of your qualification (please see IQA policy for details)	Safety Training Awards Internal Quality Assurance
STA Pre-course application form	- Name - Address - Date of birth - Contact details including email and phone number	Electronic copies: Head Office Paper copies: Head Office	The lifetime of your qualification (please see IQA policy for details)	Safety Training Awards. Internal Quality Assurance*
STA Post-course feedback form	Name (optional)	Electronic copies: Head Office Paper copies: Head Office	The lifetime of your qualification (please see IQA policy for details)	Safety Training Awards Internal Quality Assurance*
Course-related worksheets: - Portfolios - MCQ	- Your assessment records - Name	Electronic copies: Head Office Paper copies: Head Office	The lifetime of your qualification (please see IQA policy for details)	Safety Training Awards Internal Quality Assurance*
STA Online register	- Name - Email address	Electronic copies: Head Office Paper copies: Head Office	The lifetime of your qualification (please see IQA policy for details)	Safety Training Awards Internal Quality Assurance*

*Only shared as part of regular IQA activity.

Your rights

1. Be informed
 - a. You have the right to be informed regarding the collection and use of your data. This is communicated via this policy
2. Access
 - a. You have the right to access your data. Therefore, you may request access to your data via email fionaleeson@yahoo.co.uk
3. Right to rectify
 - a. You have the right to have any inaccurate or outdated information rectified or completed. To do so, please email fionaleeson@yahoo.co.uk
4. Right to erase
 - a. You have the right for your data to be erased. However, in some instances, we may not be able to erase your data if it is within the qualification lifetime (see IQA Policy)
5. Right to restricting data
 - a. You have the right to request a restriction or suppression of your data. However, we may have to share information with Safety Training Awards to gain certification in some instances.
6. Right to object
 - a. You have the right to object to your data being processed when:
 - i. Direct marketing

Marketing

You may receive marketing communication from time to time. Should you not wish to receive any marketing information, please email fionaleeson@yahoo.co.uk

Monitoring and Review

This policy was written by Fiona Leeson trading as Swim Tutor in October 2022.

This policy will be reviewed annually from the version date, and/or after any appeals have been made, to ensure this policy is fit for purpose.

Review Number	Date of Review	Purpose and Details of Change	Initial