

Information held by Leisure Active Training

What personal data we hold, where it came from & who we share it with:

1. Leisure Active Training collects personal information from any person who books on to a training course, this information is only used for registration purposes as required by YMCA Awards, Limited company trading in England no: 119249. This information includes, title, first name, surname, address, email address, contact number, date of birth, emergency contact & ethnic origin, this information is captured via a registration form that is sent out and received via email or post. Once the information is received it is processed by data controllers Dominic Ham & Daniel Bevan and stored on an electronic platform [Salesforce] that is password encrypted and only accessible by data controllers. This information is also shared with YMCA Awards who complete any qualification registrations via online platform Parnarus, this is also password encrypted and only accessible by data controllers Dominic Ham & Daniel Bevan. Any paper-based registration forms received in post are stored in a locked office, at 152 Port Road East, Vale of Glamorgan, CF62 9PZ, this office is accessible by Dominic Ham.
2. Leisure Active Training receive online communication via social media platforms including Facebook, Instagram and Twitter and will electronically store both name and email address. Any communication is completed via official Leisure Active Training accounts that are only accessible by data controllers Dominic Ham & Daniel Bevan. We do not share any personal information obtained via social media with any 3rd party, the information is stored on Salesforce and we will only contact with explicit consent. Any future communications will include 'opt-out' and link to Leisure Active Training privacy policy.
3. Leisure Active Training have a data capture form as a function of website www.la-training.co.uk that will collect both name and email address of any individual who wish to receive a discount on a training course. This personal information is stored on Salesforce that is password encrypted and accessible by data controllers Dominic Ham & Daniel Bevan, this information is not shared with any 3rd party. Any person giving personal information through our website will be made aware of the privacy policy and will have to positively opt-in to receiving further information by Leisure Active Training.
4. Any telephone or email enquiry received by Leisure Active Training whereby personal data is obtained is safely stored on Salesforce by data controllers Dominic Ham & Daniel Bevan and any further communication is only carried out with verbal consent (telephone) or explicit consent if via email. Any further communication via email will contain option to opt-out from receiving information and link to privacy policy. No information obtained by telephone by Leisure Active Training is shared with any 3rd party.

Reviewed: 20/08/2018