



Alpine Training Limited GDPR Policy (2018)

At Alpine Training, we are committed to protecting the privacy and security of personal data in accordance with the General Data Protection Regulation (GDPR). This policy outlines how we collect, use, store, and protect personal information.

1. Data Collection and Processing:

We collect personal data only for specified, explicit, and legitimate purposes related to our services.

Personal data is obtained directly from individuals with their consent and may include names, contact information, academic history, and other relevant details.

We process personal data fairly, lawfully, and transparently, ensuring it is accurate, relevant, and limited to what is necessary for the intended purpose.

2. Data Usage and Retention:

Personal data is used solely for providing educational consultancy services, including course guidance, application support, and communication with clients.

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected or as required by law.

3. Data Security and Confidentiality:

We implement appropriate technical and organizational measures to ensure the security and confidentiality of personal data, protecting it against unauthorized access, disclosure, alteration, or destruction.

Access to personal data is restricted to authorized personnel who have a legitimate need to access it for the performance of their duties.

4. Data Sharing and Disclosure:

We do not sell, rent, or share personal data with third parties for marketing purposes.

Personal data may be disclosed to trusted partners, service providers, or educational institutions solely for the purpose of delivering our services and assisting clients with their academic pursuits.

5. Data Subject Rights:

Individuals have the right to access, rectify, or delete their personal data, as well as the right to object to or restrict its processing.

Requests regarding personal data should be submitted in writing to our Data Protection Officer, who will respond promptly in accordance with GDPR requirements.

6. Data Protection Compliance:

We regularly review and update our data protection policies and practices to ensure compliance with GDPR and other applicable data protection laws.

Our staff receives training on data protection principles and their responsibilities to safeguard personal data.

7. Contact Information:

For inquiries or concerns regarding data protection and privacy practices at Alpine Training, please contact our Data Protection Officer at info@aplinetraining.org.uk.

By using our services, individuals consent to the collection and processing of their personal data in accordance with this GDPR policy. Any changes or updates to this policy will be communicated to clients in a timely manner.

Date of Policy: [16/03/2024]

Last Updated: [16/03/2024]