

mwmac Ltd are committed to protecting and respecting your privacy as well as complying with the General Data Protection Regulation and the Data Protection Act 1998.

Why this privacy statement?

We process your personal data for the benefit of our service provision, which includes registering individuals to training and/or assessment events. We attach great importance to your privacy and we will therefore treat these personal details confidentially and carefully. Personal data is processed in accordance with the legal provisions such as the Data Protection Act and, from 25 May 2018, the General Data Protection Regulation (also known as GDPR). We would like to further inform you about this in this privacy statement.

This policy (together with our other Company Policies) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purpose of the Data Protection Act and GDPR, the data controller is mwmac Ltd, Coed Pwllacca, Brynwern, Builth Wells, Powys, LD2 3SE.

Applicability of privacy statement

This privacy statement provides information about the processing of personal data by or on behalf of mwmac Ltd and only applies to the use of its customers' personal data and visitors to the website.

This privacy statement does not apply to websites of third parties, such as websites or apps to which mwmac Ltd refers on its website and in its emails. mwmac Ltd recommends that you consult the privacy policy of these third parties on the relevant websites.

Identity of mwmac Ltd

mwmac Ltd is responsible within the meaning of the Data Protection Act and – with effect from 25 May 2018 – the General Data Protection Regulation. This privacy statement provides information about the collection and processing of personal data by or on behalf of mwmac Ltd.

mwmac Ltd is known under Companies House company number 04121684. mwmac Ltd has its registered office address in Cross Chambers, High Street, Newtown, Powys, SY16 2NY in United Kingdom and can be reached on the email address: enquiries@mwmac.co.uk

How do we collect personal data?

mwmac Ltd can receive information from you in the following ways:

- Directly from you: for example, by entering into an agreement with us for your training and/or assessment, by registering with an awarding body through us as the Registering Centre or if you subscribe to our monthly newsletter.
- Through our own website: for the purposes of registering an individual for an FMO RoR Provisional Licence, and for the purposes of sending an enquiry to us via our website.
- Through third parties: we are the Registering Centre for many other Training Providers, for this purpose these providers are called Out Centres. We will only collect and retain data pertinent to an individual's registration with an awarding body. These third parties are responsible for their own GDPR with regards to their own customers who they register through mwmac Ltd; we are not responsible for their collection of data, in this regard we refer you to the privacy policy of these third parties.

What personal data do we collect?

mwmac Ltd may process personal data about you because you use the services of mwmac Ltd and/or because you provide it to mwmac Ltd yourself when you fill in a contact form on the website, booking form to arrange your training and/or assessment event or when you fill in a registration form at the start of your training and/or

assessment event, including Out Centre events.

mwmac Ltd can process the following personal data:

- Contact and account details, including name, address, telephone number, email address, date of birth
- information required in relation to a specific qualification or programme
- information required as part of City & Guilds' or Lantra quality assurance processes, an investigation, appeal or complaint
- Information required to determine and/or provide reasonable adjustments to a Learner
- Payment and invoice details are retained for the purposes of our yearly accounts and are retained in accordance with this, including receipts from our PDQ machine. If you provide card details yourself to us verbally, payment details will be destroyed safely after the payment has been processed.
- If you contact us we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Information that you submit when you apply for a job with us, such as your CV, motivation and any related information.

For what purposes do we collect your personal data?

mwmac Ltd uses personal data obtained in the first instance to carry out the agreement that we conclude with the customer in the context of offering training and/or assessment services, including FMO Provisional Licences; this may be directly with the individual being registered or their employer.

Data Protection says that we are allowed to use and share your personal data only where we have a proper reason to do so. The law says we must have one or more of these reasons:

- Contract - your personal information is processed in order to fulfil a contractual arrangement
- Consent – where you agree to us using your information in this way e.g. signing a declaration on a Booking Form or Registration Form, including Out Centre Registrations.
- Legitimate Interest – where processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party
- Legal Obligation – where there is statutory or other legal requirement to share the information e.g. when we must share your information for law enforcement purposes.
- More specifically, we ask you to share your personal data with us for the following purposes:
- For the benefit of entering into, maintaining and improving the contractual relationship with its (potential) customers, or for improving the services we offer.
- For the application and implementation of legal obligations.
- To provide subscribers with monthly course lists and industry information by email. mwmac Ltd sends newsletters by email via mailchimp. If you no longer wish to receive a newsletter, you can use the unsubscribe link at the bottom of the newsletter. Personal data is not used for purposes other than those described above.

With whom do we share your personal data?

- mwmac Ltd will share your personal data with individuals affiliated with mwmac Ltd to carry out the service, i.e. instructors and/or assessors contractually obliged to provide your training and/or assessment.
- mwmac Ltd will share your personal data with the awarding body you are registering with for the purposes of your training and/or assessment, including registering Out Centre customers as agreed via individual Registration Forms.
- For customers receiving government funding for their training and/or assessment we are obliged to share information with these funding bodies (i.e. Farming Connect, Focus on Forestry First, ReAct, etc).
- mwmac Ltd may be required to provide your details due to a statutory obligation on mwmac Ltd and/or following requests from authorities. mwmac Ltd has taken the necessary organisational and contractual measures to ensure that personal data is processed and protected in line with European legislation.

Responsibilities of Staff

mwmac Ltd is the Data Controller under the GDPR, and the Company Directors are therefore ultimately responsible for implementation. However, the Designated Data Processors will deal with day- to-day matters for the purposes of administering your event.

The Company has four Designated Data Processors; they are the Victoria Laurie, Tina Powell, Christine Samuel & Chris Hughes. mwmac Ltd reserve the right to add to this list as work patterns dictate.

What cookies do we place?

Our website does not use cookies.

What are your rights?

You must ensure that mwmac Ltd has the correct personal data. You can object to the use of certain data by mwmac Ltd, or request your data for inspection, correction and/or removal of your (personal) data in writing to the e-mail address enquiries@mwmac.co.uk. Upon written request, any corrections made by you will be processed. mwmac Ltd will respond to your request as quickly as possible, but within four weeks.

Complaints about the use of personal data can be directed to mwmac Ltd or to the legally competent institution in our country.

How do we secure your personal data?

mwmac Ltd takes the protection of personal data very seriously and takes appropriate physical, administrative, organisational and technical measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification.

All information you provide to us is retained digitally and stored on our secure servers.

If you would like more information about the security of your personal data, please contact mwmac Ltd on enquiries@mwmac.co.uk.

Changes

We can change our privacy policy. We will amend any changes to our privacy policy in this privacy statement. We therefore recommend that you regularly check our current privacy statement with regard to any changes.

Questions, comments, complaints

If you have any questions, comments or complaints in response to this privacy statement or about the way mwmac Ltd handles your personal data, you can contact us by e-mail on enquiries@mwmac.co.uk.