

TTS GDPR Policy: Data Usage

We have reviewed the purposes for which we hold and process data and have identified the lawful bases for doing so are as follows:

Type of Data	Purpose	Legal Basis for Processing	Duration it will be retained
The contact details of anyone purchasing a product or service from TTS (including delegates attending our courses and the booker/invoice payer where these are different) Details of the contract and terms and conditions between you and TTS, including relevant correspondence and actions to collect debts if required	To manage the services you have contracted to receive and to ensure that we provide you with the service we have contracted to provide	Contract	For 7 years after the expiration of the current contract
Communications to/from you including recorded phone messages, e-mail messages or postings made on our Social Media accounts	To manage the contract	Contract	For 7 years after the expiration of the current contract
Communications to/from relevant awarding bodies regarding your training and/or assessments	To manage the contract	Contract	For 7 years after the expiration of the current contract
Details of any medical illnesses or disabilities where this is relevant to your studies or required by an Awarding Body. Note this is considered "special category data" and is subject to further protection.	To ensure that you are not disadvantaged in your studies or assessment as a result of a verifiable medical issue	Consent / Contract	For 7 years after the expiration of the current contract
The contact details of anyone enquiring with TTS	To bring to your attention courses which may be of interest to you	Consent / Legitimate interests	We review this data on a 3 year cycle and the booker/invoice payer where these are different
Photos and videos of delegates	For promotional purposes	Consent	For as long as you consent for us to do so
Your IP address, operating system and browser type and details of website tracking and visitor behaviour (Full details of our policy on cookies can be found here)	To facilitate the improvement of our online services and for system administration	Consent (by acceptance of the use of cookies)	For as long as you consent for us to do so

If you have any questions or concerns about the way that TTS stores and processes your data you should contact us via our website www.terstrainingsservices.co.uk or email data.protection@tersusgroup.co.uk or call us on 01642 680497