

# Collection of Personal Information

## - Data Capture Form -

Intech Centre is committed to protect the rights and privacy of everyone, including learners, staff members and all users of our services, in accordance with the General Data Protection Regulation (GDPR) May 2018.

### Why we collect your personal data

We collect your personal data to establish your identity, eligibility to our services and keep in contact with you. The Data Capture form you complete will be destroyed upon completion of your enrolment on to our courses. However, we will transfer a part or whole of your information on to our online system for quality and monitoring purposes, as well as an evidence for future audits by our awarding and funding bodies.

If you are not registered for a course yet, we will keep the form for 12 months for tracking purposes and destroy after this period. Data Capture form will also be destroyed once you tell us that you are no longer interested in our services.

### How we use your personal information and who it will be shared with

Your information will be used to gain a better understanding of you and your needs to help us provide a tailored service to you. We will use the Data Capture form to keep in contact with you until you start learning with us.

We input your details into the Learner Record Service (government website) to access your learning history and check your eligibility to our funded courses.

We also transfer your details into our online system which will be securely stored according to the company Data Protection policy. Your information may be used by tutors and advisors at the centre to deliver a service suitable to you and your needs.

As we are delivering government funded provisions, we may share your data with our funding bodies for quality and compliance purposes.

Your personal information will be collected and stored in accordance with the Data Collection Policy – GDPR. Any form containing personal data will be handled and stored securely, until it is destroyed. In case we are obliged to keep your data for evidence purposes as part of our funding and awarding bodies' requirement, your data will be securely locked and stored as per our Data Protection policy.

For full information about the use and access to your personal data, please refer to the centre Data Protection policy which is available at:

<https://www.intechcentre.com/policies/>

Should you have any more questions, feel free to ask a member of staff.