



Privacy Notice for In-salon Assessors (compliant with the GDPR)

Data controller: Inter Training Services Ltd
2 London Road, Horndean, Waterlooville, Hampshire PO8 0BZ
T 02392 591666

Data Management Officer: Victoria Kirton victoria@its.ltd.net

The categories of in-salon assessor information we collect, hold and share include:

- **Personal information** - such as name, date of birth, address, qualifications, contact details
- **Characteristics** - such as ethnicity, nationality and age
- **Participation information** - such as attendance at meetings, quality support visits and records of assessments
- **CPD** – such as qualifications achieved and CPD events attended

Why we collect and use this information

We use in-salon assessor data to:

- support professional development
- monitor and report on learner progress
- identify and provide appropriate support
- assess the quality of our services
- comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use in-salon assessor information under Article 6 of GDPR ‘processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract’, and from Article 9 ‘processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject’.

Collecting in-salon assessor information

Whilst the majority of in-salon assessor information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing in-salon assessor data

When the learner's training programme ends, the in-salon assessor information is moved to a 'non-active folder'. If the data remains dormant, it is deleted after 3 years.

Who we share learner information with

We routinely share in-salon assessor information with:

- City & Guilds

Why we share in-salon assessor information

We do not share information about in-salon assessors with anyone without consent unless the law and our policies allow us to do so. We share in-salon assessor' data with City & Guilds on a statutory basis. This data sharing underpins quality assurance systems and performance measures.

Consent form for image use

During training programmes and other hairdressing related activities, pictures and/or videos may be taken. We may like to use these in presentations, in our own booklets, newsletters, publicity, website or social media.

I understand that:

- images will be held in accordance with the Data Protection Act / General Data Protection Regulation
- I can ask ITS to stop using my images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation.

Requesting access to your personal data

Under data protection legislation, in-salon assessors have the right to request access to information about them that we hold. To make a request for your personal information contact:

Victoria Kirton, Administrator and Data Management Officer on 02392 591666 or email Victoria@its-ltd.net

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Victoria Kirton, Administrator and Data Management Officer

T - 02392 591666

Email - Victoria@its-ltd.net

Privacy Notice for In Salon Assessors

Assessor name _____

Partner Salon _____

Confirmation of Consent

In the event of any images of me being taken, I consent to them being used for educational purposes.	Yes/No
I understand that if I am easily identifiable (e.g. a close facial shot) I will be informed first.	Yes/No
I consent to the images being used on the ITS website.	Yes/No
I consent to the images being used on ITS social media accounts.	Yes/No
I consent to the monthly ITS newsletter "ITS a hair thing" being sent to me	Yes/No

Assessor signature _____ Date _____