

Scope of Data

The data controllers are Spark. This policy covers all training that Spark has created, owns and delivers. Currently this includes, but is not limited to, the DAY Programme, Building Your Compass Training, the Own My Life Course, any speaking engagements and bespoke training. Spark holds individual, company and organisation data for the purpose of trading with them. In this document they are known as the customers. This policy outlines the obligations, roles and procedures to ensure the security of all data retained. If there is any confusion about this, please contact info@dayprogramme.org.

Policy statement

Spark is committed to protecting the rights and privacy of all individuals and website users in accordance with The Data Protection Act 1998. The policy applies to both directors and any future employees of Spark. Any breach of The Data Protection Act 1998 or the Project 3:28 Data Protection Policy is considered to be an offence and in that event, appropriate measures will be taken. It is expected that all Spark directors and employees will have read and accord [agree to comply] with this Data Protection Policy.

Roles and Responsibilities

Spark will use customers' and potential customers' data for the following reasons:

In relation to the booking of training and other events.

To supply updates which will keep customers apprised of future training and events.

To make customers aware of updates to training materials they may have received.

To make customers aware of information, for example news stories or resources from other sources, in relation to the subjects which Spark works on.

Customers are responsible for the accuracy of the information and also have control over its removal without the involvement of Spark. Customers are solely responsible for the accuracy of the information provided.

Personal Information must be accurate and up to date

It is the responsibility of customers who are supplying their information to ensure the accuracy of all personal information they give Spark. Customers are also responsible for the ongoing accuracy of their information. Inaccurate information may be removed by Spark.

Personal Information must not be kept for longer than is necessary

Customers are responsible for informing Spark if they wish their information to be deleted from Spark's databases. The Data Subject can unsubscribe from email updates using links on the update emails or by contacting the Data Controllers.

Personal Information must be secure

Spark is committed to ensuring that your information is securely kept. In order to prevent unauthorised access or disclosure, Spark has put in place suitable physical, electronic and process procedures to safeguard and secure the information we collect online.

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