

## **IDC Privacy Policy.**

This document outlines how we collect, store and use your data at IDC. By “we”, we mean IDC, which is the trading name for Inkberrow Design Centre, Cedar House, Britten Street, Redditch, B97 6HD.

### **The information we collect on you includes ...**

- Your email address
- Your first name
- Your second name
- Your address

We only collect information in line with relevant legislation and laws and this may relate to any of our products or services you apply for, such as courses.

### **How We Use Your Information.**

We only use your information for the following

- Prove your identity
- Ensure eligibility for courses or products
- To carry out your instructions
- To add to our newsletter - which you can unsubscribe from at any time
- For product and service improvement
- To share with other organisations. However this information is only shared if necessary, such as with Worcestershire County Council and Workers Educational Association, to ensure funding eligibility or identity checks.

### **How long do we keep your information for?**

We will keep your information for as long as you have a relationship with us. After that ends, we keep it stored securely for legitimate reasons, such as fraud investigations, audits, identity checks. Information is stored in compliance with UK data protection laws. We also remove all data on customers if they request to unsubscribe from the newsletter or other services.

### **In Summary.**

We keep and store basic information on you as a customer/student. This information is stored electronically and in a safe online encrypted CRM system. Your first name, second name and email address is the main information we store, which is removed if you unsubscribe or request deletion of your customer details. After then we do not hold any information on you and your details are deleted forever. You have been “forgotten”.

## **Your Rights.**

You have a number of rights relating to your information, e.g. to see what we hold, how we use it, how it is shared, what details we have about you, request deletion, request update of information, etc.