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**Vocational Courses Privacy Notice**

The BECTU Sector of Prospect regularly provides vocational training for members and non-members in the film, television, and theatre industries.

Vocational training courses covered by this policy:

C&G NAP7909-(3), Emergency First Aid in the Office and Studio, Film Fixer,Beyond Redundancy, Finance for Freelancers, Build a website in a day, SEO made simple, Maximising your online presence, Euroscript courses; TV Research, Editing courses, Working with children, Production management, Floor runners boot camp, Set Ready course.

**What information we collect:**

The personal data we collect from you are:

Personal details

Contact details

Employment details

Bank details

On-line identification data

Qualification details

The special category data we collect from you are:

Union membership number

Equality data

**How we use this information:**

We collect and process data to:

* Administer your online booking; contact you with regard to any matter arising from your booking, or attendance at our event.
* To distribute a delegate list to the course tutor
* To distribute workbooks.
* To process the payment fee for the course
* To keep a record of course attendance
* To inform you of your assessment results, if applicable
* To issue course certificates, if applicable
* To manage Zoom sessions, including providing the chat function and close caption transcription.
* Equality monitoring
* To contact you with information for forthcoming BECTU events

**Lawful basis for processing:**

The lawful basis for processing your data is:

Contractual

Zoom - Legitimate Interest to use this system to provide on-line courses.

Equality data – consent

The lawful basis for special category data is:

Equality data - Explicit consent

Trade union data – Legitimate activities by a trade union

Personal data shared by students during the training session are manifestly made public by the data subject.

**Who will your data be shared with?**

Course training providers and tutors.

**Who will process your data?**

Your data will only be processed by the following organisations.

Film Fixer – training provider

Eventbrite – when registering for courses

Zoom – on-line training sessions.

Data may be stored by these companies outside the United Kingdom. This will done under standard contract clauses.

**How will we keep your data secure?**

Data will be kept in an encrypted format on secure servers.

**Retention**

Prospect will retain data in relation to these courses for 3 years.

**Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

* Right to withdraw consent
* Right of access – you have the right to request a copy of the information that we hold about you.
* Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
* Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
* Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.

**Complaints**

If you have any questions, concerns or a complaint about the way we are collecting or using your personal data, or if you wish to exercise your rights under GDPR please contact the Data Protection Compliance Officer at Prospect.

Our Data Protection Compliance Officer can be contacted directly by:

* Post: Prospect, New Prospect House, 8 Leake Street, London. SE1 7NN
* Email: [datacompliance@prospect.org.uk](mailto:datacompliance@prospect.org.uk)
* Phone: 0207346 0911

In the event that you wish appeal against a decision about a complaint, please contact the Data Protection Officer at Prospect in the first instance. However, you have the right to lodge a complaint directly with the supervisory authority, the ICO.

Information Commissioner's Office (ICO)

* Wycliffe House, Water Lane, Wilmslow, SK9 5AF
* https://ico.org.uk/concerns/
* Telephone: 0303 123 1113