

## Active Surrey: Healthcare Professionals Training Programme – Privacy Notice

Active Surrey is the Active Partnership for Surrey, hosted by Surrey County Council. This privacy notice explains how we handle any personal information we collect when you book onto a healthcare training programme facilitated by Active Surrey.

### Information we collect

We will collect necessary information about you (your personal data) **and/or** any other person you are booking in behalf of (their personal data) when you complete a booking form for any course. This is collected through an online booking form (made available through a direct URL or via the Active Surrey website) or made directly with an Active Surrey member of staff.

This personal data is captured and held on 'Bookwhen' booking forms on https secure servers. Further details of how your data is safeguarded on this system can be found via a link at the bottom of the Bookwhen page, where you enter your details.

General website usage information is collected using cookies. For more information regarding cookies, please see our cookie policy - <http://www.activesurrey.com/cookie-policy>

### Our legal basis for processing your data

**We collect your personal data and/or that of the person you are making a booking on behalf of, in order to undertake the delivery of the course you have chosen.**

The data we collect includes the following:

- Name\*
- Email address\*
- Role
- Place of work

*\*Info we collect on you if you are arranging the booking but not attending*

By making a booking onto a training course you have given consent to the processing of your personal data for that purpose.

By proceeding with a booking on behalf of someone else, you confirm that you have received permission from that person to pass their details to us.

### How we use the information we hold

We will use the data you provide to administer and deliver the course you have chosen. We will hold your personal data for the time specified below. Your attendance at a course will be recorded

and then anonymised for the purposes of monitoring and evaluation. After the length of time stated below, **all personal, identifiable data will be deleted.**

Depending on which course you / your delegate attends, we shall share name, role and email address with the organisations delivering your training for the purposes of course registration and providing post course information and resources.

## How long we hold the information you provide

Your personal contact details will be stored on secure servers run and protected by Active Surrey's hosting organisation, Surrey County Council for no longer than **six months** from the date of the course. After this time, **all your personal data will be deleted.**

## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data, please email [active.surrey@surreycc.gov.uk](mailto:active.surrey@surreycc.gov.uk), with the subject title '**Data Access Request – Healthcare Professionals training**' referencing the course you attended.

We want to make sure that your details are accurate and up to date, so you may ask us to correct or remove information that you think is inaccurate.

If you are dissatisfied with our response or have a more detailed query please contact Surrey County Council's Data Protection Officer via [dpo@surreycc.gov.uk](mailto:dpo@surreycc.gov.uk)

## Other websites

Our website contains links to other websites. This privacy policy only applies to the healthcare professionals training courses and Active Surrey's use of your data for that purpose – please see our [website](#) for the wider Active Surrey **and** Active Schools' Privacy Policies. When you visit other sites you should read their own privacy notices. You may wish to view the privacy notices of the other organisations who typically deliver our workshops, links to the majority of which can be found above.

## How to contact us

Please contact us at [active.surrey@surreycc.gov.uk](mailto:active.surrey@surreycc.gov.uk) if you have initial questions about this policy, ensuring you flag that you are enquiring about the Healthcare Professionals Training programme.

For more detailed queries or questions relating to legislation surrounding the wider use of any data you provide, please contact Surrey County Council's Data Protection Officer via [dpo@surreycc.gov.uk](mailto:dpo@surreycc.gov.uk)