



## Data Protection Reformed Act

LorryLoader Training Limited (“LLT Ltd”) respects your privacy and is committed to protecting your personal data. This data protection policy informs you how we do this and tells you about your privacy rights

### 1. **Purpose of the privacy notice**

The aim is to inform you on how LLT Ltd collects and processes your personal data. It is important that you read this policy in conjunction with any other policy or fair processing notices issued by LLT Ltd.

#### **Controller**

LLT Ltd is responsible for your personal data (collectively referred to as “LLT Ltd”, “we”, “us” or “our” in this policy notice).

There is an appointed a Data Protection Manager, who is responsible for overseeing questions in relation to this policy notice. If you have any questions about this policy, including any requests to exercise your legal rights, please contact him directly.

#### **Our General Contact details are**

*Full name of company:*

LorryLoader Training Ltd

*Data Protection Manager:*

Harold Thomas

*Postal address:*

24 MAYFAIR DRIVE  
Crewe Cheshire CW1 5BB

*Email address:*

office@lorryloader.co.uk

#### **Keep us up to Date**

It is important that the personal data held about you is accurate and current. Please keep us informed.

Please let us know straight away if any of these change within 5 years of our last training course with you:

1. Your Name
2. Change of employer (Especially if you are using the ALLMI accreditation as proof of competency.)
3. Training with ALLMI accreditation using another ALLMI registered trainer

#### **Use of LorryLoader Training Ltd Internet facilities and information.**

##### **Third-party links**

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

##### **How we use cookies**

We only use traffic log cookies to identify which pages are being used. This helps LLT Ltd analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis. Overall, cookies help LLT Ltd with a better website, by monitoring which pages are found useful.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

2.	<p><b><i>The data LLTtd collects about you</i></b></p> <p>Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).</p> <p><b><i>We may collect, use, and store</i></b></p> <ol style="list-style-type: none"> <li>1. <b>Identity Data</b> includes first name, last name, any ALLMI numbers attached to your specific training requirements with LLTtd and your individual passport style photo•</li> <li>2. <b>Course Related Data</b> that is generated electronically in a PDF file format from the accreditation paperwork generated during the final accreditation processes process and is required to send to ALLMI to generate certificates and personal training cards.</li> </ol> <p>(1) Special Categories of Personal Data We do not collect any data regarding, race or ethnicity, religious, philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, criminal convictions and offences, or information about your health and genetic and biometric data.</p> <p>(2) Marketing and Communications Data We do not collect any data for this purpose from our training activities or individuals on our courses.</p>
3.	<p><b><i>How your personal data collected</i></b></p> <p>LLTtd collects personal data from and about you when you fill in forms required by ALLMI during the final accreditation process. to or by corresponding with us by post, phone, email or otherwise.</p>
4.	<p><b><i>How we use your personal data</i></b></p> <p>LLTtd will only use your personal data when the law allows us to. We will use your personal data in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Where we need to perform the contract, we are about to enter into or have entered into regarding your training course.</li> <li>2. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.</li> <li>3. Where we need to comply with a legal or regulatory obligation.</li> </ol> <p>The types of lawful basis that we will rely on to process your personal data can be summarised as follows:  "Legitimate Interest" means the interest of our business in conducting and managing our business to enable us to give the best service.  "Comply with a legal or regulatory obligation" means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.</p>
5.	<p><b><i>Purposes for which we will use your personal data</i></b></p> <p>The purpose for which we process your personal data is to allow us to perform our training contract with you; LLTtd does not do any type of marketing to individuals who have been on its training courses.</p>
6.	<p><b><i>Disclosures of your personal data</i></b></p> <p>There will be no disclosure unless it is required by law to a third body who at the time will have to provide full proof of their legitimacy to inquire. This proof will ideally be provided in writing quoting, the relevant sections within the Data Protection Reformed Act.</p>
7.	<p><b><i>International transfers</i></b></p> <p>LLTtd will not transfer your personal data outside the European Economic Area.</p>
8.	<p><b><i>Data security</i></b></p> <p>LLTtd has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.</p> <p>If LLTtd suspects all personal data. And a breach will be notified to you and any applicable regulator where we are legally required to do so.</p>
9.	<p><b><i>Data retention</i></b></p> <p>How long will you use my personal data for?</p> <p>LLTtd will only retain personal data for as long as necessary to fulfil the purposes it is collected for, including for the purposes of maintaining LLTtd's training database, satisfying any legal, accounting, or reporting requirements.</p> <p>LLTtd has determined the appropriate retention period for personal data will be a minimum of 5-7 years specifically as the ALLMI certificates currently issued are for a minimum of 5 years from the day of test and referral may be required for extending the current certification. (Commonly known as a refresher) or the addition of another ALLMI accredited course.</p>

10. **Finding out the information we hold about you**

Customer information will be held by us in both paper form and on our IT systems and will be kept in line with our retention procedures. If you would like a copy of the information we hold about you, you can make a Data Subject Access Request under the Data Protection Act.

**Please write to:**

The Data Protection Manager,  
24 Mayfair Drive,  
Crewe,  
Cheshire, CW1 5BB

**Please sign your request and include**

1. your full name,
2. address (current and previous), t
3. the name of the employer you did the training with
4. and any of their contact details known by you.

**There is no fee usually required**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, LLTtd may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances

What we may need from you

Additionally, LLTtd may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

TTTtd will try to respond to all legitimate requests within one month of receipt of a written request at our office address. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, you will be notified by and kept updated.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). Lorryloader Training Ltd would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.