



SSN Educational Projects Ltd. Company Privacy Notice

Our contact details

What type of information we have

How we get the information and why we do we have it

What we do with the information

How we store your information

Your data protection rights

How to complain



SSN Educational Projects Ltd. Company Privacy Notice

Our contact details

Name: SSN Educational Projects Ltd.

Address: Capital Office, Kemp House, 152-160 City Road,
London EC1V 2NX

Phone Number: 07384711019

E-mail: info@docultures.com

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details such as email, phone number and address details.
- Information relating to training plans, lesson plans, progress and assessments
- Payment information

How we get the information and why we have it

The personal information we process is provided to us directly by you for mainly the following reasons:

- to provide information about our services and pricing
- to arrange teaching and training
- to assess your needs and develop your training
- to monitor training progress and outcomes
- to process payments

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time.

You can do this by contacting SSN Educational Projects Ltd. by email: info@docultures.com

or via the contact form on the SSN Educational Projects Ltd. website at: www.docultures.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

What we do with the information we have

We use the information that you have given us in order to develop and monitor your training, progress and outcome.

We may share information about training, progress and outcome with your employer if your employer pays for the training and requests training assessments.

How we store your information

Your training-related information is securely stored on a computer.

We keep training-related information and records only for the period of the training. Once training has ended, we will then dispose of your information by deleting your electronic data files and shredding hardcopy documents.

Visitors to our website

We use a third party service to publish and host SSN Educational Projects Ltd.'s docultures.com website. When someone visits docultures.com, a third party service, Google Analytics, is used to collect internet log information and to follow visitor patterns. By knowing the number of visitors to the various pages, we can identify areas of particular interest and improve the website. The information is processed in a way which does not identify individuals. Information provided to us by you via the contact form on the docultures.com website is only used to respond to your queries and to provide to you information about our services, upon which it is deleted.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@docultures.com, phone number: 07384711019 and / or SSN Educational Projects Ltd., Capital Office, Kemp House, 152-160 City Road, London EC1V 2NX if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113