3 Counties Accounts Training Services LTD

What do we do with your personal information?

**Introduction**

3CATS Ltd will collect, store and process your personal information in accordance with the principles of the Data Protection Act (1998) and GDPR review 2018

3CATS Ltd will only collect & share the minimum amount of personal information which is needed for you to take part in certain aspects of our activities.

We won’t collect any personal information if it doesn’t apply to you.

Sometimes this information is needed in case of emergency or accident.

We’re required to provide details of your personal information to the European Social Fund and Lincolnshire County Council to enable us to access your funding and with our qualification awarding bodies, IAB & BCL in order for them to create you an account as a leaner.

This information must be retained due to audit purposes for some of the contracts we have. If you have taken an active part in one of these contracts, we are contractually obliged to keep your data has to be retained for a specified period of time. The data will be kept inside a locked filing cabinet that is within another locked room for added security. Some data needs to be kept for five years, whilst the data gathered for the LCC funding must be retained until 2030 in case it is needed for an external audit by the contract holders.

We won’t ask you to give us any information that is not needed for the activity you are taking part in

You have the right to request to see the information we hold on you either verbally or in writing at any time. We will aim to respond to this within a month (for a complicated request this may take up to a further 2 months)

We won’t ever knowingly share your personal information with anybody else other than for the reasons above

Please ask us if you have any questions

3CATS Ltd, Unit 20, office 9 – Springfield Business Park, Grantham, NG31 7FZ

Main Contact – David Nelson 07860927635

OR Kym Banks 07906086299