

HT Training Ltd are required to comply with the provisions of the Data Protection Act 1998 (the 'Act') in relation to how we handle any personal data which we obtain from you. Any personal information gathered will only be used in the context of your studies with us. You will only be added to our database for marketing purposes if you have expressly given us permission to do so.

We may also collect sensitive personal data relating to you but only with your explicit consent in advance and only in relation to ILM endorsed courses.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you. We may also request further information from third parties or shall disclose your details to other selected third parties, such as ILM, City & Guilds or their regulators or industry bodies.

In disclosing your personal details to us, you agree that we may process and in particular may disclose your personal data:

- as required by law to any third parties; and
- to ILM or City & Guilds (as appropriate), who may use your personal data to:
 - undertake administration in relation to the qualification for which you are registered
 - including providing you with a certificate on successful completion of your qualification or specified units of it;
 - contact you directly in relation to ILM studying membership, centre approval or
 - qualifications and/or quality control purposes undertaken by ILM for the qualifications for which the learner is registered;
 - inform you of products or services offered by ILM or City & Guilds;
 - disclose to ILM's regulators where so required;
 - disclose to relevant industry bodies where so required by law;
 - carry out statistical analysis on an anonymised basis;
 - disclose your personal details to third parties for the purposes of providing prizes, remuneration and qualifications for learners;
 - administer requests for reasonable adjustments under the Access of Assessment policy;