

Privacy Policy

The Gateway Programme



The Gateway Programme takes your privacy seriously. This policy explains what personal information we may collect, why we use it, how we look after it, and your rights.

Who is responsible for your information?

Linda Davies, trading as The Gateway Programme, is responsible for the personal information used in connection with Gateway Programme training and enquiries.

Contact: info@gatewayprogramme.co.uk

What information we may collect

When you contact us, enquire about training or book Gateway Facilitator Training, we may collect:

- your name and email address
- your organisation and job role
- details relating to your training booking and attendance
- information needed for invoicing and payment
- training, certification and facilitator records
- feedback or evaluation information you choose to provide

We do not ask you to provide personal information about people you are supporting through the Gateway Programme.

Why we use your information

We may use your information to:

- respond to enquiries
- arrange and provide Gateway Facilitator Training
- keep appropriate training and certification records
- provide access to Gateway Facilitator resources
- issue invoices and maintain financial records
- keep in touch about training or Gateway Programme matters where appropriate

We only collect information that we reasonably need.

Our legal basis for using your information

Depending on the circumstances, we may use your information because:

- it is needed to provide training or another service you have requested
- we have a legal or financial obligation to keep certain records

- we have a legitimate business reason for using the information, such as responding to an enquiry or maintaining appropriate training records
- you have given us your consent, for example for the use of a testimonial, photograph or similar material

Where we rely on consent, you can withdraw that consent at any time.

Who we share information with

We do not sell or trade your personal information. Information will only be shared where this is necessary, for example with organisations providing services that help us run the Gateway Programme, or where we have a legal obligation to share it.

We only share what is necessary.

How we keep information safe

We take reasonable steps to keep personal information secure and limit access to people who need it.

How long we keep information

We only keep personal information for as long as it is needed for the reason it was collected, or where we are required to retain it for legal, financial or record-keeping purposes. Information that is no longer needed will be securely deleted or destroyed.

Your rights

Depending on the circumstances, you may have the right to ask us to:

- tell you what personal information we hold about you
- correct information that is wrong
- delete information in certain circumstances
- restrict or object to the way information is used
- provide a copy of information you have given us

If you have any questions about your information, please email

info@gatewayprogramme.co.uk

You also have the right to raise a concern with the Information Commissioner's Office (ICO) if you are unhappy with how your personal information has been handled.

Cookies

The Gateway Programme website may use cookies that are necessary for the website to work. If non-essential cookies are used, such as analytics cookies, visitors should be given a choice before those cookies are used.

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