

Data Protection Statement

The following information related to training which is facilitated through the Centre of Education Training and Development will be held on our digital archiving system which is password protected.

- Course application forms – where relevant.
- Attendance records.
- Consent forms – where relevant
- Any assessments undertaken while on the course
- Evaluation forms
- Copies of certificate
- Any written correspondence directly relating to the course.

Your privacy is important to us and we are dedicated to ensuring we treat your data with discretion. On occasion it **may** become necessary to share your information with:

- Third parties with whom we need to share your information for the purpose of determining an eligibility for contract/agreement, administrating your contract/agreement/training, salary, pension, remuneration, and subscriptions.
- Statutory or regulatory bodies
- Legal authorities under disclosure orders or other relevant regulations.
- Health & Safety Authority in the event of accidents or incidents at work.