

PRIVACY POLICY

This Privacy policy is for Lincoln Group Training Association (LGTA). It explains how we use any personal information we collect about you when you use our services. It covers the following

1. What information we collect from you
2. Why we collect information from you
3. Who we share your information with
4. What we do with your information
5. How long we retain your information
6. How you can access the information we have about you.

1. What information we collect from you

We collect information from you when you become a member of LGTA. We collect information about course attendees when you book a course through us.

2. Why we collect information from you

We collect information from you to keep you informed about the group's activities, usually by email or phone call. We send information about training, CITB updates, careers events, school visits etc and other training and or construction/business/local information we think may be of interest to you.

3. Who we share your information with

LGTA will not share your information for marketing purposes with other companies.

In order to process your training requests, we will share information with the training providers we engage with.

In order to organise activities we will share information with local schools and education providers with your agreement only.

We may share information with official bodies (eg police) if requested to do so.

4. What we do with your information

Your information is stored electronically on one laptop with up-to-date security protection. Any paper records are kept in a locked cabinet at the GTO's address with access only available to the GTO.

You have a right to cease your membership at any time and we will remove your details from our database at that point.

5. How long we retain your information

Membership information is kept for 7 years along with billing/accounts information. After this time all records are destroyed.

6. How you can access the information we have about you

You can request a copy of the information we hold about you at any time by email to gto@lgta.co.uk or write to LGTA, 18 Aisne Close, Lincoln, LN1 3XG.