



South West Dental Nurse Training General Data Protection Regulation Policy

Data Protection Officer: Pfidzai Esther Roche

Legal Basis for Processing Data

1. We (South West Dental Nurse training centre) are committed to ensuring all personal information handled by us will be processed accordingly to legally comply with data protection and data security standards.
2. As a training centre we require your personal details on the application form to enrol you on the course and appropriately register you with the National Examining Board for Dental Nurses (NEBDN) to enable exam entry registration and issuance of the record of experience portfolio using the Candidate Registration Form.

What Personal Data We Collect

Personal data means any information relating to you which allows us to identify you such as your name, contact details.

We may collect personal data when you register for the course by filling in the online enquiry form or the course application form.

Specifically, we collect the following information:

- a) Name, home address, email address, telephone number, National Insurance number, work history, educational information, current employment details.
- b) The communications you exchange with us or direct to us via emails, chat, calls or text messages.

What we use your personal data for, why and how long:

- i) to confirm your identity.
- ii) to contact you when necessary in relation to the course and to send course literature.
- iii) to manage your candidate registration with the NEBDN whom we share your personal information with using the candidate registration form.
- iv) for exam entry.
- v) to contact you in the event the class has been rescheduled.
- vi) to send occasional new course information.

3. By completing and signing the forms you give consent to allow us to process your application and share this information with the NEBDN.

4. Course application forms and all the mandatory forms for the NEBDN are stored on paper in a filing system or electronically.
5. This is a statement of policy only. We may amend this policy at any time at our discretion and this will be communicated to you by email.

Data Retention Periods

Personal Data is stored until the completion of the course which is the purpose for which it is processed. The record of experience is an electronic portfolio, and these are archived by the NEBDN after 7 years from the date of issue.

We will not retain your data for longer than necessary to fulfil the purpose it is being processed for. Should you have to resit an exam then we will hold your records longer until you have successfully completed the course or for three years until the expiry of your record of experience whichever is the soonest.

When we no longer need your personal data, we will delete or destroy it.

Rights to complain

If you are concerned about the use of your personal information, please contact Pfidzai Esther Roche on 07527974394 or by email esther@swdentalnursetraining.com.

Your Data Protection Rights

Under certain circumstances, by law you have the right to:

- **Request information** about whether we hold personal information about you, and, if so, what that information is and why we are holding/using it.
- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- **Object to processing** of your personal information.
- **Object to automated decision-making including profiling**
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you.
- **Request transfer** of your personal information in an electronic and structured form to you or to another party (commonly known as a right to "data portability"). This enables you to take

your data from us in an electronically useable format and to be able to transfer your data to another party in an electronically useable format.

- **Withdraw consent.** In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.
- If you want to exercise any of these rights, then please submit a completed online request form available at the following link [Data Subjects' Right Online Form](#)

Parental consent

Should the candidate be under 16 then parental consent will be required prior to enrolling.