****

GDPR Policy

**THE INDEPENDENT FUNERAL DIRECTORS’ COLLEGE**

**GENERAL DATA PROTECTION REGULATION AND PRIVACY POLICY**

**PERSONAL DATA**

Under the General Data Protection Regulation (GDPR) personal data is defined as:
“any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

In general, you can visit our website without telling us who you are and without revealing any information about yourself. If, however, you use our site and provide us with your contact details, we will store this data and hold it on computer or otherwise.

**HOW WE USE YOUR INFORMATION**

We will use your personal data to provide you with services you have requested from us when we collected the information from you to process your training / qualification registration, including to register you as a new student, to process and deliver your registration and to manage payments and fees. We will also inform you of important education events and dates, and to provide you with customer service (such as responding to questions and concerns, and contacting you via email, telephone, or post for this purpose).   We will process (collect, store and use) the information you provide in a manner compatible with the General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. We are required to retain information in accordance with the law, such as information needed for income tax and audit purposes.

**WILL WE SHARE YOUR DATA WITH ANYONE ELSE?**

We may pass your personal data on to third-party service providers contracted to us in the course of dealing with you, including Awarding and Accreditation bodies in relation to your training/ qualification registration and approved Independent Funeral Directors’ College Ltd tutors/assessors.  Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide on our behalf.  When they no longer need your data to fulfil this service, they will dispose of the details in line with our procedures. If we wish to pass your sensitive personal data onto any other third parties we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

**UNDER WHAT CIRCUMSTANCES WILL THE IFD COLLEGE CONTACT YOU?**

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

**SECURITY**

We endeavour to take all reasonable steps to protect your personal information. However, we cannot guarantee the security of any data that you disclose on-line, and we will not be responsible for any breach of security unless this is due to our negligence or wilful default.

**CAN YOU FIND OUT THE PERSONAL DATA THAT THE ORGANISATION HOLDS?**

At your request, we confirm what information we hold about you and how it is processed.

**REGISTRATION & LEGAL INFORMATION**

Independent Funeral Directors’ College Limited are registered in Great Britain at 3 Bullfields, Sawbridgeworth, Hertfordshire CM21 9DB. Registration Number: 03133906

For more information contact 07551 265999