

## Welcome to Inzpire Limited's ("Inzpire" or "we" or "us") privacy notice for individuals looking to undertake training at Inzpire Limited's Training Academy.

Inzpire respects your privacy and is committed to safeguarding all personal data we collect from you in the course of our business, specifically pursuant to our contractual obligations to you or your employer (or the organisation with whom you have a professional relationship with) ("Client(s)") and in delivery of education services by Inzpire Limited's Training Academy.

This privacy notice will inform you as to how we look after your personal data when you book a Training Academy course and tells you about your rights where applicable under Data Protection Legislation (as defined at the end of this privacy notice).

### 1. Important information and who we are

#### Purpose of this privacy notice

This privacy notice is specific to services delivered under Training Academy and supplements other notices and privacy policies of Inzpire and is not intended to override them. For more information, please see <https://www.inzpire.com/privacy-policy>.

#### Legal basis for processing

Our legal basis under Data Protection Legislation (as defined at the end of this privacy notice) for processing your personal information is for the purpose of fulfilling our contract obligations to our Client.

#### Contact details

If you have any questions about this privacy notice, please refer to our general privacy notice <https://www.inzpire.com/privacy-policy> for contact details.

### Changes to this privacy notice and your duty to inform us of changes

We keep our privacy policies under regular review. Please keep us informed of any changes to your personal data changes during your relationship with us.

### 2. The data we collect about you

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Contact Information** includes first name, last name, address, telephone number, username or similar identifier (if applicable) and email address;
- **Organisation information** includes details of your employer or organisation that you are a member of, your status with an organisation and similar data;
- **Performance Data** including, course scores /grades and course start and completion dates.

We may collect any **Special Categories of Personal Data** about you. This includes details about your race or ethnicity, nationality religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data, or information about criminal convictions and offences. This information may any reasonable adjustments to accommodate your attendance to a Training Academy course or which is required in order for us to comply with any obligations of security we owe to any third party which may be a Government, or regulatory authority.

### 3. How is your personal data collected?

We collect personal information about you as follows:

- **You.** You provide personal information to us when you:
  - Provide us with your name and email address in order for us to enter into and manage our contract with you;
  - Provide additional information to allow us to make reasonable adjustments to accommodate your attendance to any Training Academy course;
  - Provide any additional information to us for us to comply with any legal, regulatory or
  - Give us feedback or contact us.
- **Client.** We will receive personal data about you from our Client.

### 4. How we use your personal data

We use your personal information in connection to our Client, and for delivering services under or in connection with Training Academy and for other business purposes including compliance with the law and our legal obligations.

### 5. Disclosures of your personal data

We may share your personal data with the parties set out below for the purposes set out in Section 4 above.

- Our personnel (including any employees, agents, contractors) in order to fulfil or perform a Client contract or other legal obligation, and to support you in attending any Training Academy course
- Our client in order to fulfil or perform a contract or other legal obligation;
- Other attendees of any Training Academy course which you attend and who are in your course group in order to fulfil or perform a Client contract, to facilitate the exchange of information between you and other users in your course group and to enable you and other attendees to make a contribution.

### 6. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Personal information collected about you in connection with your attendance to any Training Academy course is stored only on systems owned and managed by Inzpire.

### 7. Data retention

Inzpire will comply with its obligations under data protection legislation by regularly deleting personal data no longer required.

### 8. Your legal rights

Under certain circumstances, you have rights under applicable data protection laws in relation to your personal data. For further information relating to such rights, please refer to our general privacy notice <https://www.inzpire.com/privacy-policy>.

For the purposes of this Privacy notice “Data Protection Legislation” means: all applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR; the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder); and the Privacy and Electronic Communications Regulations 2003 (SI 2003 No. 2426) as amended from time to time and any guidance or codes of practice issued by the Information Commissioner’s Office thereto.