



Mariposa Education & Training Privacy Notice (11/8/21)

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The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Emails (in email inbox and sometimes included in business spreadsheets)
- Phone number (included in business spreadsheet)
- Addresses for invoicing

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Communication via email and phone
- Planning and organising of session/training
- Evaluation of sessions provided or training attended
- Invoice address for records
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We also receive personal information indirectly, from the following sources in the following scenarios:

- We may receive personal information such as email address or phone number from another contact for the purpose of communication with you directly

We use the information that you have given us in order to

- Communicate with you for the purposes of working together
- Evaluation of work that has been done

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:



(a) Your consent. You are able to remove your consent at any time. You can do this by contacting mariposa-education@outlook.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(f) We have a legitimate interest.

We collect personal information via email and any information that may be required on the agreement forms, or evaluation forms.

The above state the lawful basis for collecting or holding your information.

There should be no reason to pass on information to a third party and if this did present itself, we would seek consent from you.

Your right to withdraw consent is stated above.

For further information on these process please see <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

How we store your personal information

Your information is securely stored in a business email address for all email communication

Any spreadsheets or invoices or evaluation with any personal identifiable information are kept on a personal pc which has a passcode to access, also a copy is kept on the MS cloud also only accessible with a password

We keep personal information from 3months to 5 years dependant on what the information is needed for ie: evaluation, emails or invoices We will then dispose your information by deleting from electronic devices and clouds or shredding any information that in the occasional situation may be on papers such as evaluation forms.

Your data protection rights

Under data protection law, you have rights including:



Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at mariposa-education@outlook.com or on 07795683288, if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at mariposa-education@outlook.com or on 07795683288, You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>