

ALSG Cookie and Privacy Policy

Advanced Life Support Group, referred to as ALSG in this policy, are registered with the Information Commissioner for the United Kingdom as a Data Controller.

ALSG is committed to protecting your privacy and security. Whenever you provide personal information, ALSG will treat that information in accordance with this policy, ALSG's Data Storage Policy and current UK Data Protection legislation (GDPR 2018).

When you are asked for personal information you are sharing that information with ALSG alone unless stated otherwise. Where ALSG has arranged for another organisation to capture data or to fulfil a service on its behalf, this is carried out under contract in accordance with data protection requirements.

ALSG may use the information you provide for one or more of the following basis (this list is not exhaustive):

- To set-up and or administer your ALSG profile, including courses attended, courses taught on*
- To deliver learning programmes*
- To ask for your feedback*

* In these instances, course centres and instructors involved in delivery of your course will have access to the data required for that purpose only. They will also have access to your anonymised feedback. Our processes ask them to confirm that they will not share this information other than with ALSG or the course centre, without your express permission. Data breaches will be responded to urgently and can be reported to ALSG by completing this form: <http://bit.ly/ALSGDataBreach>

Your consent will be requested for each communication type below:

- To communicate with you about the work of ALSG or our partners
- To deliver marketing communications for ALSG courses and programmes

ALSG uses the above list to form the lawful basis under which we process your information.

We use cookies so that users can log into our websites with cleaner and safer urls of pages they visit whilst browsing. Cookies must be enabled for you to be able to use our websites.

By using our websites, you agree to accept the ALSG Privacy and Cookie Policy. ALSG may change this policy from time to time. It is your responsibility to check ALSG's Privacy and Cookie Policy regularly. You will be deemed to have accepted any amendments to the ALSG Privacy and Cookie Policy if you continue to make use of our websites after a change to the ALSG Privacy and Cookie Policy has been made.

You have the following rights:

- the right to ask for a copy of personal data that we hold about you (the right of access);
- the right (in certain circumstances) to request that we delete personal data held on you; where we no longer have any legal reason to retain it (the right of erasure or to be forgotten);

- the right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you (the right of rectification);
- the right to opt out of any marketing communications that we may send you, this is managed via your profile settings on the ALSG Moodle site.
- the right to object to us using / holding your personal data if we have no legitimate reasons to do so (the right to object);
- the right (in certain circumstances) to ask us to 'restrict processing of data'; which means that we would need to secure and retain the data for your benefit but not otherwise use it (the right to restrict processing); and
- the right (in certain circumstances) to ask us to supply you with some of the personal data we hold about you in a structured format and/or to provide a copy of the data in such a format to another organisation (the right to data portability).

If you wish to exercise any of the above rights, please contact us by completing this form:

<http://bit.ly/ALSGSAR>