Privacy Notice – Vocational Qualification Officers (VQOs) & Other Adult Enablers

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Privacy Notice: How We Use Your Personal Information

Who we are?

CVQO Ltd, operating as Cadet Vocational College ("CV College"), is an educational charity whose purpose is to advance the education and training of youth and adult members of youth movements and schools to enable them to obtain vocational qualifications.

What personal data do we collect?

We collect your name, contact details, service number and Disclosure and Barring Service (DBS) details. This personal data is provided to us by you or your youth organisation.

How do we use your personal data?

We may use your personal data where this is necessary to pursue our legitimate interests as a provider of vocational qualifications, including to:

- support and evaluate the progress of learners in your organisation;
- undertake administration in relation to the qualification(s) on which they are enrolled; and,
- to keep you informed about CV College qualifications, courses, news, awards, events, surveys, offers and promotions that may be of interest to learners or potential learners in your organisation.

We may use your personal data, including images and video of you, in our promotional activities where you have given your consent for us to do so.

Who do we share your personal data with?

We may share your personal data with relevant third parties, where necessary, in relation to the learning, assessment or certification of learners in your organisation, including:

- regulatory authorities, awarding bodies, and similar industry bodies; and,
- service providers contracted to us in connection with provision of the products and services such as providers of IT services and customer relationship management services

Further information and Exercising Your Rights

Full details of our Privacy Policy, including your rights in respect of your personal data, can be found on our website www.cvcollege.org. If you have any questions about our policy, would like to exercise any of your rights or wish to make a complaint please contact our Data Protection Officer through our website www.cvcollege.org by clicking on the Contact Us and making a Data Protection Request, by sending an email to dpo@cvcollege.org or by writing to the Data Protection Officer, CV College, 3 Archipelago, Lyon Way, Camberley, Surrey, GU16 7ER.