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Data Protection Policy

Dental Sedation Courses aim to meet the requirements of the Data Protection Act 2018, the General Data Protection Regulation (GDPR], the guidelines on the Information Commissioner’s website as well as the GDC and IACSD professional guidelines and requirements.

The Data Controller as noted by the ICO is *Andrew Jones.*

Contact on Andrew@dentalsedationcourses.co.uk

You will be asked to provide some personal information when joining any Dental Sedation Courses course. The purpose of us requiring and using this data is to ensure accurate and up to date correspondence between you, ourselves and the National Examining Board for Dental Nurses.

The categories of data we process are:

* Personal data for the purposes of team members management and tuition
* Personal data for the purposes of direct mail/email/text/ communications.  
  We never pass your personal details to a third party unless we have a contract for them to process data on our behalf and will otherwise keep it confidential.
* Personal data is stored in the UK/EU whether in digital or hard copy format
* Personal data is obtained when a potential candidate expresses and interest in and/or applies for the course. The lawful basis of processing personal data such as name, address, email or phone number is:
* Consent of the data subject
* Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract; in other words, apply to join the course.The retention periods for personal data is 6 years after it was last processed   
  You have the following personal data rights:
* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object

You have the right to withdraw consent for notifications, newsletters, surveys or marketing. You can inform us to correct errors in your personal details or withdraw consent from communication methods such as telephone, email or text. You have the right to obtain a free copy of your patient records.

**Comments, suggestions and complaints**

Please contact *Andrew Jones,* the course co-ordinator with any questions or comments about your data processing at *andrew@dentalsedationcourses.co.uk*

If you are unhappy with our response or if you need any advice you should contact the Information Commissioner’s Office (ICO). Their telephone number is 0303 123 1113.