



Privacy Policy

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AlphaPlus Privacy Statement

AlphaPlus are committed to safeguarding the privacy of all the data we process in the course of our work. We are registered with Information Commissioner's Office (ICO) as data controllers and processors. Our technical protection measures are certified against the UK Governments Cyber Essential Scheme. AlphaPlus ensures every staff member is trained in the principles of data protection and signs and adheres to our data security policy. The policy aims to ensure that data is accessed only by those with authority to use it (confidentiality), that the systems where data is held and manipulated are operating correctly and that information is accurate and complete (integrity) and that information is available only to those who have authorised access when they need it (availability). From 2018 all AlphaPlus staff are also required to undertake annual training in the general data protection regulation (GDPR).

This document is to inform all people who pass information to AlphaPlus of the reasons AlphaPlus; process data, the type of personal data we process, who we process data about, who we share personal data with, how we store personal data and how we transfer personal data.

1.1 AlphaPlus

AlphaPlus Consultancy Ltd are a registered company in England & Wales 04801609. The registered address is Unit 109 Albert Mill, 10 Hulme Hall Road, Manchester, M15 4LY.

1.2 Reasons for processing data

We process personal information to enable us to provide consultancy and training to our customers and clients; to promote our services, to maintain our own accounts and records and to support and manage our employees.

1.3 Personal data that we process

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- education and employment details
- lifestyle and social circumstances
- training details
- business activities of the person whose personal information we are processing
- financial details
- goods and services

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

If you have provided us with the personal data of another person ("Third Party Personal Data") you confirm that they consent to the processing of their personal data by us and that you have informed them of our identity

and the purposes (as set out herein and in any agreement between us) for which their personal data will be processed.

1.4 Who the information is processed about

We process personal information for our customers about:

- pupils/students
- trainers
- suppliers

1.5 Who we share personal data with

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of the relevant UK and EU Data Protection legislation. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- business associates and other professional advisers
- educators and examining bodies
- family, associates and representatives of the person whose personal data we are processing
- suppliers and service providers;
- persons making an enquiry or complaint
- other companies in the same group
- central government

1.6 How we store personal data

All personal information held by AlphaPlus is processed and stored within the European Union under the relevant UK and EU Data Protection legislation. We use cloud-based systems hosted in the UK and EEA (including Office 365, SharePoint and Dynamics CRM) to store and process data and by giving permission for us to use your data, you're also giving permission for us to store and process your data on those systems which are provided as 3rd party products to us.

We shall not pass your personal data to any third party for marketing purposes (including our marketing affiliates and partners) unless we have procured your express consent to do so.

1.7 How we transfer personal data

It may sometimes be necessary to transfer personal information e.g. from AlphaPlus to a customer on the completion of analysis. Any transfers made will be in full compliance with all aspects of relevant UK and EU Data Protection legislation.

1.8 Retention of your personal data

AlphaPlus will retain your personal data for the minimum required time to complete our contractual requirements with our customer and adhere to any legal requirements set out.

1.9 Your rights

You are entitled to ask for a copy of any personal data that we hold about you and to have any inaccuracies in your personal data corrected. However, this excludes personal data in the form of test results, test answers etc.

1.10 How to contact us?

To contact AlphaPlus regarding data privacy, please email dataaccessrequest@alphaplus.co.uk or write to us at AlphaPlus Unit 109 Albert Mill, 50 Ellesmere Street, Castlefield, Manchester, M15 4JY.

1.11 Cookies and IP addresses

We may store information about you in a cookie (a small file that is sent by our web server to your computer), which we can access when you make return visits to www.alphaplus.co.uk or other AlphaPlus registered domains (the "Website"). Storing cookies is usual practice for any web site that needs to remember what its users' preferences are and we use cookies to keep track of your choices in the Website.

If you would like to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that cookies are stored in. If you would like to stop cookies being stored on your computer in the future, please refer to your browser manufacturer's instructions by clicking "Help" in your browser menu. Further information about deleting or controlling cookies is available at www.aboutcookies.org.

Please note that when you visit our site, we may also log your IP address, a unique identifier for your computer or other access device.

1.12 Changes to our privacy policy

Any changes we make to our privacy policy will be published to our website.