

# ERA Training & Consultancy (ERATC) Ltd

## Privacy Statement

### **General**

ERATC conducts much of its business and contacts customers and potential customers by email and occasionally by phone or post. The data we hold is usually limited to your name, phone number, work address and email address, together with the details of the service we have supplied, are in the process of supplying or have been asked to provide in future. We collect these data from you when you enquire about our services, submit an application form for services or when another company pays us to provide services to you. We will occasionally send you details of our services for marketing purposes but we guarantee that will not pass on your contact details to any other company without your knowledge.

### **Your right to be forgotten**

Under the General Data Protection Regulation (GDPR) you have the right to have your details removed from our records. However, for some people this might mean we will be unable to continue to provide a service that you or your employer has purchased and that we are currently supplying (examples include support vouchers and peer reviewer training & accreditation). If this is the case and you ask to be forgotten we will let you know that the service will be terminated, without refund. If you ask to be forgotten and are not a current customer of an ongoing service then we will delete your record without confirmation. To be “forgotten” or for details of what data we hold on you please email this request to us using the Contact Us page.