

Privacy Notice

Elklan Training Limited

Communication Friendly Settings, research study

The Department of Education and York Trials Unit, both part of the University of York, alongside the School of Education at the University of Sheffield, are evaluating Elklan Training Ltd's Communication Friendly Settings programme for early years settings.

As part of the [Department for Education's Early Years Recovery Programme](#), Pen Green Stronger Practice Hub in the East Midlands, Bright Futures Stronger Practice Hub in the North West, the Stronger Practice Hubs for all the LAs in the North East, St Edmunds Early Years Stronger Practice Hub for Yorkshire & The Humber and the Education Endowment Foundation are working together to fund this study. Elklan Training Ltd who have designed the programme, are responsible for its delivery.

This privacy notice is for setting managers and practitioners in early years settings which are participating in the Communication Friendly Settings evaluation. It sets out the ways in which Elklan Training Ltd gathers, uses stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, Elklan Training Ltd is the Data Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office, and our registration number is: Z8152068

Our contact details

Elklan Training Ltd

Parkside, Station Road, St Mabyn, Cornwall. PL30 3BN

Phone Number: 01208 841450

E-mail: henrietta@elklan.co.uk

Where do we get your data from and what data do we collect?

We collect data about your early years setting and its staff for the purposes of delivering the Communication Friendly Settings programme.

The setting manager will be asked to provide:

- The name and contact details of the setting
- The number of staff and children at the setting
- The age range of the children

Staff in the setting will be asked to provide:

- Their names and contact details
- Their role within the setting
- Information regarding their previous academic attainments and experience (Lead Communication Practitioners only)

During the programme staff will also provide completed learning logs or questionnaires (online) to demonstrate their learning, and complete checklists regarding how Communication Friendly their setting is.

Why we collect this data

Elklan Training collects this data to:

- Assess the setting and Lead Communication Practitioners' suitability for the Communication Friendly Settings programme and the evaluation.
- Contact Lead Communication Practitioners in regard to the programme, including providing them with elearning modules, delivering webinars to them and enabling them to access their own learning logs.
- Assess individual Lead Communication Practitioners' and the whole setting's progression on the programme.
- Enable Lead Communication Practitioners to gain awards, externally accredited by OCN, London, and to receive certificates for these.
- Enable settings to gain a Communication Friendly Setting award and to receive a certificate for this.
- Allow Elklan to retain contact with the setting and with Lead Communication Practitioners after they have completed the initial programme, in order to inform them about opportunities to further their CPD (practitioners) and to maintain and renew their Communication Friendly Setting status (settings).

Who we share this data with

Data will be shared with The Department of Education and York Trials Unit and the School of Education at the University of Sheffield, so that they can make contact to gather their own data and for the purposes of the research.

Names, contact details and the completed Learning Logs of Lead Communication Practitioners will be shared with:

- OCN, London, so that they can make accredited awards.

What is our legal basis for processing your data?

Under the General Data Protection Regulation (GDPR), the lawful base we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting alex@elklan.co.uk

How do we keep your data secure?

Elklan takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability.

Some of the personal information that the Company maintains will be kept in paper files, while other personal information will be included in computerised files and electronic databases. Computerised files may be stored on Google Drive and Dropbox, both of which are compliant with GDPR and the EU-U.S. Privacy Shield Framework.

How long will we keep your data?

We will keep your details on record until we have dealt with your request, enquiry, registration, application, course completion or purchase and then for a reasonable period afterwards, in accordance with data protection and other applicable legislation. This is important so that we can help with queries relating to our previous involvement with you.

Elklan may keep your details on record for as long as is necessary for the purposes set out above and will then endeavour to delete your details in accordance with data protection and other applicable legislation.

You may have the right to have some of all of your personal information held by Elklan erased, depending on the basis under which we hold each type of information. We will endeavour to comply as thoroughly as we can with each request, but please note that depending on your status, erasure of your data may affect our future relationship with you, such as your ability to request a replacement certificate, or renew a lapsed licence. Requests for erasure of your personal information can be made verbally or in writing. Please email henrietta@elklan.co.uk in the first instance for more information.

Your data protection rights

Under data protection law, everyone whose data we store has rights, including:

- Right of access - the right to ask us for copies of your personal information.
- Right to rectification - the right to ask us to rectify personal information thought to be inaccurate or incomplete.
- Right to restriction of processing - the right to ask us to restrict the processing of personal information in certain circumstances.
- Right to object to processing - the right to object to the processing of personal information in certain circumstances.

There is no charge for exercising these rights. If requests are made, we have one month to respond.

Please contact us if you wish to make a request.

Changes to our privacy notice

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat personal information we will make this clear by contacting those involved and ensuring they are provided with an updated version of this Privacy Notice.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us, using the contact details above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>