

Wrexham itec

18 May 2018



The following privacy notice applies to Wrexham itec, part of WCBC Prevention & Support Service.

Information collected:

The minimum data we need to collect in order to process your course booking with us is as follows:

- Name
- Address
- Postcode
- Telephone Number/ mobile number
- Date of Birth
- E-mail address
- Additional Learner Needs/considerations
- Welsh Language Preference
- Employer/company name
- Employer/company contact name
- Employer address
- Employer postcode

Agencies we might share the information with:

- Awarding Bodies
- Welsh Government

What does Wrexham itec do with your personal data?

- Confirm course booking with learner
- Entry onto course booking system
- Registration of learner with awarding body
- Attendance registers
- Claim of certification from awarding body