

# Privacy Policy - Fast Track Learning Ltd

## Fast Track Learning Ltd

At Fast Track Learning Ltd we take your privacy seriously and will only use your personal information to provide the products and services you have requested from us. In this privacy policy we want to give you clear and transparent information on how we handle any personal data you provide us with.

We will do everything in our power to guarantee your privacy and, therefore, we will handle your personal data with care. Fast Track Learning Ltd complies with EU laws and regulations regarding personal data handling as implied by the General Data Protection Regulation. (GDPR).

- We will collect, use and store your personal data only for the purpose it has been provided for. Purposes and types of data are described in this privacy policy hereafter.
- We will only collect, use and store personal data that is absolutely necessary for the mutually agreed upon purpose at hand.
- We will ask your explicit permission to collect, use or store any personal data, explaining the purpose of our request.
- If the purpose of the personal data collection has been met, or is no longer in place, we will fully remove and delete any personal data that is stored in any form in our systems.
- At your request, we will remove any personal data from our systems.
- We have taken all possible organizational and technical measures to ensure the security of your personal data.
- We will never provide third parties with your personal data unless sharing your data is essential for providing you with the services for which the data was provided, or - if the data is shared for a different purpose than originally intended - without your explicit permission.
- We are aware of your rights regarding your personal data, we respect these rights and we wish to inform you about these rights.

Fast Track Learning Ltd as an organization is responsible for handling your personal data with great care. If you should have any questions or concerns after reading our Privacy Policy, please feel free to contact us via the details at the bottom of this document.

## Categories of personal data we collect

- *Supplier (Contact Person or Contractor)*: company name, contact details such as name, address, city, country, phone number, email address, website, Social Media Profile, bank account details, VAT number. Purpose: Invoicing, communications and delivery of contracted assignment.

- *Client (Contact Person or Contractor): participants in online training sessions:* company name, name, city, country, phone number, email address, function, website, Social Media Profile, bank account details, VAT number & portrait picture (always optional and with explicit permission from individual). Purpose: Delivery of contracted contract Assignment, Invoicing, PO numbers, Internal Documents.
- *Client (Participants in Face-to Face & Online Training): coachees:* name, city, country, phone number, email address, company, function, personal information coaching, assessment data, hours of coaching, skype/zoom ID, LinkedIn profiles, Portrait picture, background information, assessment data, coaching notes. Purpose: Participating in online and/or F2F training sessions (coaching programs), BPS & FOF.
- *Blog/Newsletter and/or email marketing subscribers:* name, email address, company name. Purpose: Subscription for blog and marketing newsletters & event announcements/invitations.
- *Prospective Clients, stakeholder/lobby-contacts and interested parties:* name, company, phone number, email address. Purpose: Business development & Coaching Proposals.
- *Freelance Contractor:* name, phone number, email address, banking details, VAT number, picture, professional background information, LinkedIn Profiles, skype/zoom ID, Biographies, invoices. Purpose: delivery of assignments as contracted by Fast Track Learning Ltd.
- *Job applicants:* name, email address, phone number, CV, city, country, LinkedIn, zoom/skype ID, portrait picture, personal information/background. Purpose: communication regarding job application process.
- *Employee & Freelance Staff:* name, address, city, country, email address, phone number, job description, copy passport, BSN number, portrait picture, banking details, CV, timesheets, LinkedIn profile, skype/zoom id, bank details, IP Address. Purpose: Job contract, payment of salary, presence on website Fast Track Learning Ltd in the 'our team' section, presence on Proposals PPT/PDF, emails, phone calls and meetings, zoom/skype meetings.

### **Third parties**

The data that you have provided may be handled by third parties only if and as necessary for providing the services as described above.

We use third parties for the following purposes (please click on the link of the respective companies to view their privacy policies):

- Informing and preparing coaches, facilitators, trainers, virtual meeting producers, project managers and support staff hired on a freelance basis to contribute to the delivery of the services agreed upon
- Sharing documents in a cloud-based system ([Dropbox](#))
- Hosting training sessions and meetings on on-line platforms ([Webex](#), [Skype](#))
- Hosting recordings of online training sessions on on-line platforms ([Webex](#), [Skype](#))
- Completing psychometric assessments ([OPP](#), [Kornferry](#), [CCL](#))

- Handling our financial administration ([A Butnick & Co](#))

In addition:

- We never share personal data with individuals with which we have no processor agreement.
- We only work with third party companies that are compliant with EU laws and regulations under the GDPR.
- We don't hand over your personal data to third parties for other purposes than they were collected for, without your explicit permission.

### **Storage terms**

Fast Track Learning Ltd will store your personal data no longer than is absolutely necessary for the purpose that the data was provided for, unless you have given us your explicit permission.

### **Security**

We have taken appropriate organizational and technical measures to ensure the security of your personal data and protect your data from unlawful obtainment or use.

These measures include:

- All persons that act under Fast Track Learning Ltd's responsibility that are in contact with your personal data are kept to a strict nondisclosure policy regarding your data via a signed contract which includes a confidentiality clause.
- The staff that have access to your personal data are kept to an absolute minimum; only those that need the access to be able to provide you with the service your data was provided for, have access to it. Staff have no right to copy or use your data in any other way than for the purpose the data was provided for.
- All our contracted employees and contracted freelancers are obliged to secure their workstation(s), laptop(s) and phone(s) that have access to your data with a password.
- All of our contracted employees and freelancers are bound to use a username and password to login to our systems in which personal data is stored.
- The request for and use of personal data is kept to a minimum whenever possible. For example, on-line surveys will be kept anonymous unless it is essential to request the respondent's name and/or other personal information in order to provide you with the service your data was provided for.
- We regularly test and evaluate our security measures.
- All of our contracted employees and freelancers are well informed on the importance of compliance with the GDPR and are instructed to always treat your personal data with great care.

## **Your rights with regard to your personal data**

We are aware of your rights regarding your personal data, we respect these rights and we wish to inform you about these rights:

- You have the right to know, view, rectify or request the removal of your personal data which we have received from you.
- You have the right to object to or complain about the way your personal data (or parts of it) is handled by us or by one of our processors.
- You have the right to request that we hand over your personal data as stored by us to yourself, or to another party as a direct assignment by you only.
- If you have given us permission to handle your personal data, you are always able to withdraw your permission.

## **Complaints**

Should you have a complaint about the way we handle(d) your personal data, please contact us. We will always do our utmost to find a way to handle your complaint in a friendly and satisfactory manner.

Should a solution not be found, you have the right to file a complaint to the Information Commissioner's Office (ICO), the UK data protection supervising authority. ([ICO](#))

## **Questions**

To the best of our abilities, we aim to provide a privacy policy that is clear and transparent. However, if you have any questions or concerns regarding our privacy policy, please contact us and we will be happy to help.

## **Contact details**

Fast Track Learning Ltd  
2 The Ridings  
Haywards Heath  
RH17 7AB

Email: [jonathan.forrest@ftlearning.com](mailto:jonathan.forrest@ftlearning.com)

T + 44 20 7193 1339

M + 44 7795 841672