



P4 Privacy Policy



Ownership:	Managing Director, Head of Operations	
Author:	Managing Director	
Reviewed by:	Quality Assurance and Academic Governance Council (QAAGC)	
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Version:	003	

PURPOSE AND POLICY CONSIDERATIONS

Forus Training is the trading name of REDE Computer Training Limited registered in Ireland with registered company number 327521 whose registered office is at Castle Street, Mullingar Co. Westmeath.

All references to “Forus Training”, “us” or “we” throughout this statement is to Forus Training who you are dealing with. Forus Training collects, uses and is responsible for certain personal information about you which is processed in accordance with this statement. Please contact us using the details below if you have any questions on these terms or the service that we provide.

SCOPE

This policy applies to all Forus Training data subjects and is to be followed by all staff and trainers and all third parties responsible for the processing of personal data on behalf of Forus Training.

PROCEDURES AND PRACTICES

What Information We Hold About You

We collect personal information whenever you provide it to us. This personal information may include the following:

- Name, PPSN, Date of Birth, postal address and contact details,
- Your academic history including qualifications,
- Payment details,
- Technical and analytical information obtained through cookies,
- Videos you submit as part of your assessment
- Other information you provide to us; and We may also obtain information from third parties such as credit reference agencies.

How We Use Your Information

We use your information for the following purposes



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- Responding to any enquiries which you make to us relating to any of our products or services,
- In certain circumstances, to carry out a credit reference search in order to establish your financial suitability for our training services,
- To process and administer your payments,
- To provide training services to you,
- To have training certified through a 3rd party Certification Body (QQI)
- To monitor site usage to develop and administer our websites,
- To provide you with promotional information about our training services, news, advice, and offers.
- To evaluate as part of a skills demonstration

Who We May Share Your Information With

We may disclose your personal information to:

- Our agents and service providers,
- Our infrastructure providers,
- A third party who acquires our business,
- Examination boards,
- The appropriate business within the Forus Training network,
- Law enforcement and regulatory agencies in connection with any investigation to help prevent unlawful activity or as otherwise required by law,
- Sponsors who have funded studies regarding results and attendance only.
- Video submissions will be evaluated internally by the internal assessor and may be reviewed by the external assessor to validate the internal evaluation.

Keeping Your Information Secure

We will use technical and organisational measures to safeguard your personal data, for example we store your personal data on secure servers and ensure access to your personal data is limited to authenticated and approved staff. While we will use all reasonable efforts to safeguard your personal data, you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet.

Reasons We Collect and Use Your Personal Information

We may use your information in the following ways:

- Where it is necessary to perform our contract with you,
- Where it is required by law,
- Where you have provided consent, provided that you can withdraw this consent at any time,
- Where it is necessary for our legitimate interests as a business including:
 - responding to enquiries,
 - providing training services to our customers,



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- improving and developing our services,
- the administration of our business,
- monitoring and maintaining standards within the Forus Training network,
- promoting our business,
- establishing, exercising or defending our legal rights.

Cookies

We may use cookies on our websites which enable us to collect statistical data about your use of our website. This enables us to enhance and develop our website to improve your use of it. For more information on the cookies which we utilise on our website please refer to our cookies policy at www.forustraining.ie/cookies-policy. For more information, including how to disable/delete cookies, please go to www.allaboutcookies.org.

Transfer of Data out of the EEA

Forus Training will adhere to all legislation of the land in relation to the most up-to-date information issued on GDPR. This includes all information available at the Irish Government's website <https://www.dataprotection.ie/>. Information that we collect from you may be transferred to third party service providers working for us who may process that information at a destination inside or outside of the European Economic Area ('EEA'). These destinations may not have the same legal protections for personal data as you enjoy under Irish law. We will take all steps necessary to ensure that your data is treated securely and in accordance with this privacy statement and data protection legislation. Please contact us if you want further information on this matter.

Retention of Information

We will retain your information for no longer than is necessary for the purposes for which we collected it, or for as long as we have your consent to do so where your consent is our legal basis on which we process such data. All retained data will be held subject to this policy.

Changes to this Policy

We may change this policy from time to time. You should check this policy frequently to ensure you are aware of the most recent version that will apply each time you interact with us.

REFERENCES, SUPPORTING DOCUMENTS AND RELATED LEGISLATION

[P4 S1 Request for Verification of Education](#)

[P4 Subject Access Request Form](#)

[P4 S1 Right to Rectification Form](#)

[P4 S1 Right to Restrict Processing Form](#)

[P4 Subject Removal Request Form](#)

[P4 S1.1 - Data Protection \(GDPR\) Policy](#)



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CONTACT INFORMATION

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Amendment History			
Amendment summary sheet			
Revision	Date	Amendment summary	Training Requirements
001	16/12/2020	Initial release	Read and Review
002	15/09/2022	Reviewed and approved by QA Officer	Circulated to staff.
003	29/11/2023	Use of video submissions added.	Circulated to staff