

## Alan Gillies (Learning Consultancy) Limited Privacy Notice

### How we process your personal information

#### The identity and contact details of the data controller

The Data Controller for the aglcltd.com site and our other online resources is Alan Gillies (Learning Consultancy) Limited.

Alan Gillies (Learning Consultancy) Limited is a limited company registered in the UK (Reg No 07409872) registered for VAT (VAT Registration Number:192087884), and registered with the information commissioner's office for the processing of personal information.

To contact the Data Controller, please use the contact form or email Professor Alan Gillies at [alan@aglcltd.com](mailto:alan@aglcltd.com)

#### Purpose of the processing and the lawful basis for the processing

Our main site does not collect personal information.

Our learning resources which you may access from this site or other sites may collect your name and email address for the purpose of access control and tracking site usage. They may also collect information within these resources about your activity.

The legal basis for processing is that the information is necessary for the provision of the online training, in accordance with the 2018 Data Protection Act and GDPR Article 6.1.b:

*"processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract"*

The information collected is not used for any other purpose, and will not be shared with any third party, other than our hosting organisation (Siteground) who act as an information processor on our behalf, except in the following exceptional circumstances:

- where we are required by law to pass on information or
- where we believe action is necessary for fraud, cyber crime or to protect the website, rights, personal safety of person/s, or
- if we sell our business.

We may also share aggregate statistics about visitors to our website (customers and sales) in order to describe our services to prospective partners (advertisers, sponsors) and other reputable third parties and for other lawful purposes, but these statistics will include NO personally identifiable information.

Where you access our materials via a third-party provider, they may process your information personal information for other purposes and you should clarify this with them if you are concerned

## Categories of personal data

The only data collected is name and email address. No special category data is collected.

The training is specifically targeted at people in employment, so is unlikely to attract subscribers below the age of 16.

## Any recipient or categories of recipients of the personal data

There are no recipients of the personal data. Payments may be handled by our third partners where you access our materials on their site

## Details of transfers to third country and safeguards

Our data is held on a UK data centre, and is not transferred outside the UK

## Retention period or criteria used to determine the retention period

Names and email addresses are held for the duration of the subscription.

## The existence of each of the data subject's rights

Data subjects whose details are incorrect can notify the data controller using the contact form or by emailing [alan@aglc ltd.com](mailto:alan@aglc ltd.com) and they will be corrected.

Data subjects who terminate their subscription can have their details erased immediately on request.

For users seeking anonymity, they may use a non-personal email address and a pseudonym if required to enable them to access the system. Data subjects who object to the use of their name and email address can notify the data controller using the contact form or by emailing [alan@aglc ltd.com](mailto:alan@aglc ltd.com) to resolve their objections.

The data controller will confirm the name and email details stored to any subscriber subject to verifying the identity from which the query originates.

## The right to lodge a complaint with a supervisory authority

Data subjects have the right to complain to the Information Commissioners Office by

- Helpline. Call them on 0303 123 1113, Monday to Friday between 9am and 5pm.
- Live chat. Have an online conversation with someone at the ICO at <https://ico.org.uk/global/contact-us/live-chat/>.
- Email. Use the form at <https://ico.org.uk/global/contact-us/email/>

The source the personal data originates from and whether it came from publicly accessible sources

Your name and email address are collected at registration for our programmes

Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

The information is necessary for registration. However, it may be possible to use a pseudonym and non-identifiable business email address if desired.

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.

We do not use automated decision making or profiling of any kind

## Cookies & monitoring

A cookie is a small text file that we store on your device.

Our main website (aglc ltd.com) does not use cookies, although our hosting organisation tracks usage including IP addresses at the server level.

Our training website uses cookies to distinguish from other users of the website. Cookies also provide us with information about how this website is used so we can keep it as up to date, relevant and error-free as possible.

- Strictly necessary cookies – These are cookies that are essential to the operation of our website.
- Analytical/performance cookie – These cookies allow us to recognise and count the number of visitors to our website.
- Functionality cookies – These cookies are used to recognise you when you return to our website.
- Targeting Cookies – These cookies record your visit to our website, the pages you have visited and the links you have followed.

We may monitor traffic to our site and collect the following information:

- The IP address of your computer.
- The referring website from which you have got to our website from.

The reasons for this are:

- To make ongoing improvements to our website based on this data.
- To see our most popular sources of business.

The aglc ltd.com site itself does not use tracking cookies and only collects the personal information submitted by user on the contact form.

Signed on behalf of Alan Gillies (Learning Consultancy) by

A handwritten signature in black ink, appearing to read 'AGLC', is written over a horizontal line. A second horizontal line is drawn below the signature.

**Professor Alan Gillies**  
**Managing Director, AGLC**  
MA PhD FBCS CIP FAHE Doctor Honoris Causa  
Honorary Professor of Information Management