



## **MASS Training**

### **Privacy Policy Notice**

MASS Training is a division of the Motor Accident Solicitors Society (MASS) that provides legal training courses to those involved in handling road traffic accident and personal injury claims. The office address is 19-20 St Augustines Parade, Bristol. BS1 4UL. For Data Protection queries contact Elena Papantoni at this address.

#### **MASS Training Delegates – What information we hold**

MASS Training takes our data protection responsibilities seriously and would like to inform you about what information we hold and what we intend to do with the data that relates to you.

We only hold details of those who have requested information, either by signing up for course alerts (via the MASS Training website) or have contacted MASS Training direct, or who have previously attended one of our training courses.

All the information we hold is in our legitimate business interests, and your own best interests since we aim to share information only with those who have a direct interest in and will benefit from our services.

We would not publish, sell or share any personal data unless we have your consent to do so.

Any data retained following your subscription termination will only be kept for legal purposes in line with our data retention policy, a copy of which can be obtained on request.

#### **How we use your Information**

We will only contact you by email, telephone or post with information relating to MASS Training services, which we believe to be of legitimate business interest. This includes (but is not exhaustive), the following:

- Details of MASS Training Webinars
- Details of MASS Training Courses
- Details of MASS Training In-House Bespoke Courses
- Details of the MASS Diploma in PI
- Details of MASS Events – ie AGM and Conference

We will only process personal data in accordance with the services we provide to you based on the consent you have previously provided. We will collect this consent when individuals first provide their personal data and consent can be withdrawn at any time by contacting us or unsubscribing.

## **Your Data Protection Rights**

You have the right to ask for a copy of the personal data we hold that relates to you. If you think the information about you, which we hold is incorrect or misleading you have the right to have the information corrected provided you can demonstrate that it is incorrect. You can also request the erasure of personal data relating to you in certain circumstances, where we do not require it to meet a legal obligation. You can also request or restriction of processing so that your records are maintained beyond our usual retention period. You have the right to object to processing on the grounds that it causes you damage or distress and the right to take away a copy of your personal data in electronic format in certain circumstances.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact MASS Training at the above address but you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.