

OAKTREE ENVIRONMENTAL LTD - Privacy Policy

At Oaktree Environmental Ltd (“Oaktree”) your privacy is top priority and we are committed to protecting your Personal Information. We will handle it in a responsible manner and secure it with administrative, technical and physical safeguards. Oaktree is an organisation registered with the Information Commissioners Office under registration number ZA486189. This document sets out how we will comply with the General Data Protection Regulation (EU) 2016/679 (GDPR) and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Oaktree believes in being honest, direct and transparent when it comes to your data and follows three guiding principles when it comes to your privacy:

- **Transparency.** We work hard to be transparent about what Personal Information we collect and process.
- **Simplicity.** We try to use easy-to-understand language to describe our privacy practices to help you make informed choices.
- **Control.** We give you control over the Personal Information you provide to us, and how it is used, shared, and retained.

Other Important Things for You to Understand When You Use Our Services

You always maintain ownership of your Data: you can manage it as described in this Statement. You should feel confident and informed about how we use your Personal Information. Our full Privacy Statement is below and we encourage you to read it.

Effective Date: 19th January 2019

Oaktree Privacy Statement

1. Introduction

At Oaktree, we collect, process and store your Personal Information for registration, assessment, identification and consultancy purposes. You use our website, paperwork and Oaktree personnel (collectively our “Services”). Personal Information is information that can identify you, such as your name, email or street address, or it may be information that could reasonably be linked back to you. This Privacy Statement describes our practices for collecting, storing and processing your Personal Information and the controls we provide to manage it within our Services.

2. Registration Creation and Your Engagement with Oaktree.

The Personal Information required to create a registration with the Centre and WAMITAB and for other applications is:-

Your name, date of birth, home & work address, company name, email address, telephone number, gender & ethnicity.

Centre and WAMITAB Registration creation also requires you to agree to the Privacy Statement when you sign the registration document. By signing you are telling us that you consent to Oaktree collecting, processing, and sharing your Personal Information as described in this Privacy Statement and in any other documents referenced in this Privacy Statement.

3. What Information Does Oaktree Collect From You?

The table below describes the information we collect from you to provide the Services. In this Privacy Statement, we refer to this as your “Personal Information.”

Information category	Use Description
Account Information	Your name, an agreed email address and an agreed phone number to enable personal contact with you.
Credit Card/Payment Information	Payment information, such as your bank details or credit card number and your billing and shipping address(es), when you pay for your registration or statement of account.
Additional User Information	Information that you provide to us when there are multiple company addresses.
	Our interactions with other organizations involved in the Services are governed by the privacy statement of the applicable third party company or organisation.

4. How does Oaktree use your Personal Information?

Information category	Use Description
Personal Information (generally)	We use your Personal Information to provide, personalize, improve, update and expand our Services. This includes: Authenticating your access to the Services and improving Oaktree information security; Processing your payments for products and services; Detecting and protecting against error, fraud, or other criminal or malicious activity and enforcing our Terms and Conditions.
Communications	We use your Personal Information to communicate with you about the Services, such as when we: Respond to your inquiries. Inform you of product changes or new products and services; Provide you with information or request action in response to technical, security, and other operational issues.

5. Expanding Sharing of Personal Data:

Learners' personal data will be passed to WAMITAB and accredited personnel for purposes of assessment/exam results and processes to produce certificates thereof. At sign up you will be given a copy of WAMITAB's Fair Processing Notice which sets out the Awarding Body's procedures to protect your data. Government funded courses will require that learners information be shared with the Education & Skills Funding Agency.

Personal data will also be shared with the above for quality and monitoring purposes, appeals procedures and for no other reasons than previously stated.

Personal data will only be passed to any other organisation involved with the Services with your agreement. Oaktree does not pass data to any partner organisations for marketing or any other purposes unless instructed to do so.

6. Learner Access to Own Data:

Learners and consultancy customers may access their data by contacting Oaktree by telephone or email.

7. Length of Time Data is Retained:

Paper data for regulated, non-regulated and funded programmes are kept for 3 years. Electronic data is securely stored indefinitely.

8. Complaints:

If you have reason to believe that your data protection rights have been breached and we have been unable to resolve the issue, please visit <https://ico.org.uk/concerns/>

9. Changes to Our Policy:

Any changes we may make to this Policy in the future will be posted on our website. Please check regularly - this is your responsibility.

Special Note: WAMITAB awards

Portfolios of evidence required to complete any award or course, remain the property of the Learner. In an exceptional case, the stated portfolio and documents therein may become the temporary property of the Assessment Centre or the Awarding Body.

At no time would either the Employer/Client or the Assessor have any right(s) of ownership. (reference OFQUAL).