

BEF Coaching Certificate Level 4 (endorsed by UKCC)

Privacy Notice

As part of the application process for the Level 4 Programme, the BEF collects and processes personal data relating to applicants. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the BEF collect?

During the course of the application process the BEF collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your membership with the relevant BEF member body (e.g. British Showjumping, British Horse Society)
- details of your coaching and training history;
- details of your employment/education history;

The BEF collects this information in a variety of ways. For example, data might be contained in application forms, obtained from identity documents, qualification certificates, or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application record, in BEF management systems and on other IT systems (including email).

Why does the organisation process personal data?

The BEF needs to process your data in order to properly assess your application for Level 4 Programme and in order to communicate with you.

Processing data from applicants allows the BEF to manage the application process, assess and confirm an applicant's suitability for a place on Level 4 Programme and decide who should be offered a place on the Programme.

Processing data from successful applicants allows the BEF, and any parties contracted to the BEF, to administer the Level 4 Programme whilst you are undertaking this qualification.

Processing data following successful completion of the Level 4 Programme is necessary to provide a record of awarding of the qualification.

The BEF therefore has a legitimate interest in processing personal data during the selection process and for keeping records of the process, administering the Level 4 programme and keeping records as the Awarding Body for the Level 4 qualification.

If you agree, photographs and/or videos of you will be retained by the BEF for promotional purposes. Your consent will be asked for this at the time.

If your application is unsuccessful, the BEF will keep your personal details on file for up to 3 months after the closing date of submission.

Who has access to data?

Your information will be shared internally for the purposes of the application process and administering the Level 4 programme with your relevant identified member body. This includes supporting consultants working under contract with the BEF to support this programme if access to the data is necessary for the performance of their roles.

The BEF will not share your data with any other third parties without your consent. If your application is successful, it may then share your data with the University of Gloucestershire. You will be provided with additional information in relation to how your data will be processed, stored and shared as part of your entry into the University of Gloucestershire's Postgraduate Diploma course by the University.

The BEF will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The BEF takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by those associated with the Level 4 Programme in the proper performance of their duties.

For how long does the organisation keep data?

If your application is unsuccessful, the BEF will hold your data on file for 3 months after the end of the relevant application process. At the end of that period or once you withdraw your consent; your data is deleted or destroyed.

If your application is successful, personal data gathered during the application process will be transferred to a file and will be retained whilst you are on the Level 4 Programme. This information will be stored for the duration of the Level 4 Programme and will be retained for 2 years after successful completion of the course. If you do not complete the qualification, your information will be retained for 2 years after which all information will be deleted or destroyed.

Following the successful completion of the course and awarding of the Level 4 qualification your name, the member body you are linked to for this qualification, date of commencement of this qualification and date and place of awarding will be kept in perpetuity by the BEF as a record you have completed the Level 4 qualification.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the BEF to change incorrect or incomplete data;
- require the BEF to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

- object to the processing of your data where the BEF is relying on its legitimate interests as the legal ground for processing; and
- ask the BEF to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BEF's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact info@bef.co.uk.

If you believe that the BEF has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the BEF during the application process. However, if you do not provide the information, the BEF may not be able to process your application properly or at all.

Automated decision-making

Application processes are not based on automated decision-making.