

## Privacy Notice for TCI customers in Europe

Why do we use your information?

Purpose and use to

- administer applications for courses (we will indicate which data is mandatory)
- send reminders about updates
- respond to requests for advice and support
- aggregate results for quarterly reports
- monitor and report on participant progress
- carry out research and good governance procedures under data sharing

What information do we hold about you?

The personal data collected comprises, but is not restricted to

- contact details and preferences
- identification code
- results of assessments set by Cornell University
- all recording documents for your attendance on a course including a signed release
- contracts and agreements
- consultancy records and reports from implementation projects
- results of questionnaires and surveys
- photographs of course participants who have signed agreement
- we may also hold data about customers that we have received for governance organisations like CQC, Ofsted and BILD.

Who do we share your information with?

There may be a legal requirement or necessity (if it complies with GDPR) to share your information with the following bodies

- Professional bodies
- Police force, courts or tribunals
- Safeguarding Bodies
- Regulatory bodies
- Auditors
- Cornell University under the same GDPR regulations

This is not an exhaustive list.

What are your rights?

- To access
- To rectification
- To erasure
- To restrict processing of your information
- To object to processing
- To data portability
- To be informed

You may exercise any of these rights by contacting [ams354@cornell.edu](mailto:ams354@cornell.edu) to do so.