

Data Protection and Privacy Policy

Effective Date: 01/04/2025

Review Date: 01/04/2025

Version: 1.0

1. Introduction

Certified Spaces Limited ("we", "our", "us") is committed to protecting the privacy and data rights of our customers. This Data Protection and Privacy Policy outlines how we collect, use, and safeguard personal data in compliance with UK General Data Protection Regulation (UK GDPR). We handle a small quantity of customer data, strictly for auditing purposes, to ensure adherence to our minimum requirements for conducting commercial training.

2. Data Controller and Data Handlers

The data controller and handler for Certified Spaces Limited is Carly Smith – co-founder. She is responsible for overseeing our data protection strategy and ensuring compliance with applicable data protection regulations.

3. Data Collection

We collect and process the following types of customer data:

- ***Contact Information:** Name, email address, and phone number.
- ***Training Participation Data:** Information related to customer participation in our training sessions.

The data collected is limited to what is necessary for our auditing purposes and to cross-reference the key areas we have identified as essential for the operation of our training services.



4. Purpose of Data Processing

The data we hold is used solely for the following purposes:

- To ensure compliance with our internal auditing requirements.
- To verify that we are meeting acceptable minimum standards for our training operations.
- To communicate with customers regarding their participation in our training programs.

5. Data Retention

We will retain personal data only as long as necessary to fulfill the purposes outlined in this policy and to comply with legal obligations. Data will be reviewed annually and deleted when it is no longer required.

6. Data Security

We implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, or destruction. This includes secure storage solutions and restricted access to data only to authorized personnel.

7. Data Subject Rights

In accordance with UK GDPR, individuals have the following rights regarding their personal data:

- The right to access their personal data.



- The right to rectify inaccurate personal data.
- The right to request the deletion of their personal data.
- The right to restrict processing of their personal data.
- The right to data portability.

To exercise these rights, customers can contact us using the details provided below.

8. Changes to This Policy

This policy will be reviewed annually to ensure ongoing compliance with UK GDPR and best practices in data protection. Any changes will be documented, and the updated policy will be made available to our customers.

9. Contact Us

For any questions or concerns regarding this Data Protection and Privacy Policy, please contact:

Certified Spaces Limited

Carly Smith

Unit 1 Crossways Shopping Centre, 6-10 Market Street

Clay Cross, Derbyshire, S45 9JE

info@certified-spaces.co.uk

This policy is designed to provide clarity and assurance to our customers regarding the handling of their personal data. We are committed to maintaining the highest standards of data protection and privacy.