

GDPR Privacy Notice

The Forton Group Ltd is registered with the ICO under registration reference [Z6898165](#)

We support both the spirit and letter of the GDPR. Our lawful basis for holding data is:

1. Enquiries: Information provision – we provide information in response to enquiries from organisations or members of the public using the following data:
 - a. Name/surname
 - b. Job title
 - c. Organisation
 - d. Email
 - e. Phone
 - f. Address (if printed material requested)
2. Data from enquiries or information provision can be removed at any time.
3. Education – we hold the following student data
 - a. Name/surname
 - b. Job title
 - c. Organisation
 - d. Email
 - e. Phone
 - f. Address (if printed material requested)
4. Specifically, for Chartered Management Institute (CMI) educational requirements, we may additionally hold the following data
 - a. Date of Birth
 - b. Professional body registrant or membership number (e.g. GDC)
5. Specifically, for International Coach Federation (ICF) educational and accreditation requirements, we may pass relevant data outside the EU (to the USA).
6. Educational data must be held for up to three years for record keeping and verification purposes.

Storage and sharing

We have documented what personal data we hold, where it came from, who we share it with and what we do with it.

We store data through third party suppliers in these ways:

- In our mailing systems: Maximals and Outlook
- In our Dropbox secure file storage system
- On our Learning Management Systems (Full Partner)
- On our Live Virtual Classroom Service (Zoom)
- On our Conference Calling service (Powwownow)

We have written agreements with these suppliers as to the security of your data and processes in the event of any security breach.

This includes the security of personal data processed by others on our behalf that is transferred outside the European Economic Area (e.g. cloud storage).

Your right of access & right to object

- You can access the data/ information we hold on you by
 - Providing a valid email address, and proof of name to info@thefortongroup.com
 - We will respond within 14 days; part of our process is to check the name/email given.
- Current Registered Students can update their own data, using their Username and Password.
- You have the right to object to our holding data.

For all GDPR enquiries contact info@thefortongroup.com

GDPR Privacy Notice

The Lead Data Protection Officer and Controller is Helen Caton-Hughes, Managing Director. We train all Staff, Faculty Members and Associates in our policies and in the GDPR requirements. Our non-EU regional Directors are also appointed and trained in the GDPR requirements.

Your right to rectification

If your data is incorrect, we will update it within 14 days of notice.

We will contact you annually to confirm your data is correct and that (in the case of information provision) you wish to remain on our database.

For students, we will contact you at the end of 3 years from the start date of your education programme to check whether you wish to remain on the database.

Secure disposal

We will make all reasonable efforts to ensure that your data is safely disposed of.

Your right to restrict access

You have a right to expect us to restrict access to your data for the purposes you choose. We offer the following restrictions:

Registered Participant

- Student
- Psychometric tools - User or Rater
- Corporate client
- Coach
- Other educational materials or courses (video, audio, written)

Information Opt-in

- Leadership
- Coaching & Mentoring
- Psychometric tools (e.g. my360plus)
- Accredited qualification programmes
- ELearning