

# Excellence Awards Privacy Notice

## Introduction

At Buttercups Training Ltd, we're serious about protecting and safely storing the personal data we collect from you. This notice aims to explain how we obtain and use your personal data in order to better support your learning journey, effectively provide services to you, and meet legal requirements.

If you have any questions or concerns after reading this notice, please don't hesitate to contact us.

## Who we are

Buttercups Training Ltd is the data controller when it comes to the processing activities mentioned in this document. What this means is that Buttercups Training Ltd decides why and how to collect and process your personal data.

In this policy Buttercups Training Ltd is referred to whenever 'we', 'our' or 'us' is used.

## Who you are

This policy notice applies to you if you have enrolled in a course provided by Buttercups Training, or registered as a mentor or expert witness for one of our learners. While this notice provides an overview of our data protection policy, more specific information about how your personal data is used and processed will be provided to you upon enrolment.

Additionally, this Privacy Notice applies if you are nominating a learner for an Excellence Award or you are a nominee for an Excellence Award. This Privacy Notice also applies if you are purchasing tickets for the Excellence Awards.

## What information do we collect and how do we collect it?

### Information that we collect from you

At point you submit a nomination or you become a nominee, we will collect the following data:

- Personal details
  - Full name
  - Email address
  - Contact details etc.
- Employment details
  - The name of your employer
  - Your job title
  - Your employer's details etc.
- Educational background
  - The qualification that you have obtained, or are working towards, via Buttercups Training

If you are, or have previously been, enrolled on a Buttercups Training course then we will already have collected this information as part of the enrolment process. For further details on the data that we collect as part of the enrolment process, and how long we retain the data for, please visit our Learner Privacy Notice [here](#).

We will also collect a reason for nomination but do not anticipate it containing personally identifiable data outside of the criteria listed above.

Additionally, we will collect the names of all individuals attending the Excellence Awards for ticketing purposes. Our prestigious event is all-ticket and those without tickets will not be admitted.

### **Information that is automatically collected**

We will automatically collect information about your use of our website, and any forms that you choose to submit.

We may automatically collect information when you browse our website; more information about this can be found in our section about Cookies.

Where you contact Buttercups Training by telephone, we may also record telephone conversations as a means of improving the service that we provide to you. You will be asked for your permission before a telephone call is recorded.

### **Information that we collect from others**

We may collect some information about you from other places.

For further information, please visit our Learner Privacy Notice [here](#).

### **Important note**

We always ensure that we have a lawful basis for processing the personal data that we collect. In this case the lawful basis for processing your data is that it's necessary for us to comply with the law, or it's necessary for our legitimate interests. In terms of our legitimate interests, being nominated for an Excellence Award represents recognition and validation of your professional practice by our panel of industry experts. It also enhances of your organisation's credentials as an employer whilst affirming both parties as key contributor to the UK network of Healthcare Professionals. For Buttercups Training, a nomination offers an opportunity to share success of learners and employers whilst underpinning our commitment to delivering high quality training for more than 30 years.

If we need your consent to process any of your data, we'll obtain this from you.

### **How will we use your personal information?**

We're committed to using your personal data responsibly and lawfully.

The information that we collect from you is used solely for the purposes of The Excellence Awards. This may be in the form of a nomination, a nominee or to administer the ticketing process. This differs from how we use your information as an existing learner. For more information on this, [click here](#).

In order to make sure that the information we collect from you is accurate, it is important that you contact us to advise us of any changes to your personal information.

## Who will we share your information with?

There are a number of situations in which we would share your personal information with third parties.

### Your Employer

We will share information about your nomination with your employer. We want to share your success and make arrangements for your attendance at The Excellence Awards Ceremony. You do have the right to withdraw your consent for this, however this will result in your nomination being withdrawn, which would be sad for all parties involved.

### The Judging Panel

We will share the information collected about our nominees with our Judging Panel for purposes of determining the winning candidate.

Further information about the Judging Panel can be found [here](#).

## How long do we keep your information for?

Any personally identifiable data captured as part of the nomination process will be kept for 3 years. After 3 years, personal data will be minimised and candidate names and workplaces only will be retained for purposes of listing “past winners” of a given award.

## What rights do you have over the personal information we hold?

You have rights over the information that we hold on you. Some of these rights will be newly enforceable under the General Data Protection Regulation (GDPR) on 25th of May, 2018. If you would like to exercise these rights, please contact us using the contact details listed at the end of this policy notice.

Under the GDPR, you have the right to:

- Access any personal information that we hold about you, which must be provided in a portable electronic format
- Correct any inaccuracies in the personal information that we hold about you
- Request that we stop sending you direct marketing communications

In particular situations, you have the right to:

- Have your personal information removed from the systems we use
- Change and restrict the way that we process your personal data
- Receive a copy of your personal data in an electronic data file
- Object to processing of your personal data by us.

If you have concerns about the ways that we have processed or used your personal information, it is within your rights to complain to the Information Commissioner’s Office (ICO). More details on this subject can be found on the ICO’s [website](#).

## Information about our use of cookies

A cookie is a small file (typically letters and numbers) which may be placed on your computer when you access our website. A cookie cannot read your computer's hard disk or make any information available to third parties. Through the cookie we can recognise your computer and browsing activity if you return to the website, allowing us to provide you with a better service. We also track user traffic patterns in order to determine the effectiveness of our website. We do not release this information to third parties.

We use cookies to allow our website to recognise when you return to our site (which helps us to optimise your visits) and cookies to track the length of each visit.

If you would like more information on cookies click [here](#).

We use Google Analytics which allows us to collect information about how you use our site. If you access our website directly (and not via an email) you're visits will be tracked anonymously.

We use Google Analytics to understand how our website is being used in order to improve the experience for you. All user data is anonymous.

We use social buttons such as Twitter, Google, Facebook and LinkedIn to share or bookmark pages on our site or email updates. Those sites may collect information about your internet activity, including if your visit to our site (even if you don't click on the button if you're logged on to their site). You should check the privacy and cookies policy of each of these sites to see how they use your information and find out how to opt out and delete such information.

You are able to manage cookies. For more information click [here](#). If you want to block all cookies all of the time you can set your computer preferences to do so. However, if you are a registered user of Buttercups Training you will need to allow "per-session" cookies in order to access password-protected sites.

Our website does not require you to input personal data to use it. You may however volunteer personal data such as your name and email address to request information, updates and our services. That information is required to deal with your query appropriately.

## Contact us

We have appointed a Data Protection Officer. Please instead direct any queries about this policy or about how we collect and process your personal information to him using the contact details below:

Email: [GDPR@buttercups.co.uk](mailto:GDPR@buttercups.co.uk)

Telephone: +44(0)1159374936

Address:

**GDPR Enquiries**  
**Buttercups House**  
**Castlebridge Office Village**  
**Castle Marina Road**  
**Nottingham**  
**NG7 1TN**