



Easy read guide to our privacy notice	
An overhead view of a person with blonde hair, wearing a yellow top, sitting on a sofa and reading a book. A white coffee cup is on the table next to them.	<p>This is our guide to what you need to know about our privacy notice.</p> <p>You still need to read our privacy notice, but this will help explain it.</p>
The Acacia Training logo, identical to the one at the top of the page.	<p>Firstly we must tell you who we are, so you know who is collecting your information.</p>
A banner from the Acacia Training website. It features a woman's profile on the right and the text 'Unleash your career potential' on the left. The background is red with white and yellow accents.	<p>How do we collect information, you could fill in a form on our Website, or give us your CV.</p> <p>We also collect information about you, using things like cookies.</p> <p>And we also receive information about you from other sources.</p>
The GOV.UK logo, which includes a crown icon and the text 'GOV.UK' in white on a black background.	<p>The Learning Records Service (LRS).</p>



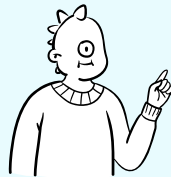
We'll collect information like your e-mail or phone number, and other things too.



Sensitive data



What legal reason do we have for doing something with your data?



Who has access to your information?



Where do we keep your data.




How long will we keep it for?



How will we get rid of your data when we no longer need it?

atac@acaciatraining.co.uk

How you can access and update your information?

<p>Data Controller - datac@acaciatraining.co.uk Acacia Training Ltd, Acacia House C1, Bellringer Road, Trentham Business Quarter, Trentham, ST4 8GB</p>	<p>Who can you contact if you wish to make a complaint?</p>
<p>The ICO's address: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Helpline number: 0303 123 1113 ICO website: https://www.ico.org.uk</p>	<p>Or the ICO to complain.</p>
	<p>When you read the full Privacy Policy you'll see a full list of organisations we may share your data with.</p>

No part of this document should act as substitute for the full privacy notice. You should read the full privacy notice.