

Dear All,

We would like to inform you about your personal rights in relation to the new General Data Protection Regulation (GDPR) which starts on the 25 May 2018.

- We have verified that your data is held securely.
- We have verified that we only collect the data that we need and meet the requirements defined in the new law.

The reason why we have your data.

1. We hold your contact information, name, address, email, job title, organisation and sometimes your phone number in MailChimp. We use this system to send our Business English Newsletters and updates on our courses. Please follow the link below to see the system:
www.mailchimp.com
2. We will only hold this data as long as you would like to be kept informed about our updates.
3. We hold your contact information (as above in point 1), your needs analysis which outlines your requirements for training, your test transcript, progress review and certificate in Basecamp. Please follow the link below to see the system:
www.3.basecamp.com
4. We hold assessment data and your name and contact email in SurveyMonkey which is our online testing system. Please follow the link below to see the system:
www.surveymonkey.com
5. If you are a prospective (potential client) we hold your contact information as described in point 1 in a system called Pipedrive. This is the tool we use to manage our sales process. Please follow the link below to see the system:
www.pipedrive.com

If you want to see all the data we hold on you or you want your data deleted or updated please contact christina@tlp.lu, who is happy to help.

If you have any questions about our systems, security and policy please again contact christina@tlp.lu.

Best regards,

Christina