

Online Training Participant Privacy notice

Last updated: July 2026

National Centre for Smoking Cessation and Training (NCSCT) Community Interest Company (“we”, “us”, “our”) provides training, resources and consultancy services based at Unit 10 Wincombe Business Centre, Shaftesbury, Dorset.

This Privacy Notice explains how we collect, use and protect your personal information when you register for and participate in one of our online training courses. We are committed to processing your personal information fairly, lawfully and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

ICO registration number: Z2647905

Please contact Dulcie Brewer, dulcie.brewer@ncsct.co.uk or enquiries@ncsct.co.uk, with any questions or requests about the personal information we process.

This privacy notice applies to personal information processed by or on behalf of NCSCT.

Your rights

The NCSCT are committed to protecting your rights to privacy. They include the right to:

- be informed about what we do with your personal data
- request access to the personal information we hold about you
- rectification of any inaccurate or incomplete data we process
- request erasure of your personal information in certain circumstances
- restrict the processing of your personal data in certain circumstances
- request the transfer of your personal information where applicable

To exercise any of these rights, please contact us using the details above.

Online training for health and social care professionals: What personal information we collect

The NCSCT process the personal data of individuals who are obtaining training from us.

Depending on the training course, we may collect:

- a. First name
- b. Last name
- c. Work email address
- d. Gender (only required for Ireland training courses)
- e. Age (only required for Ireland training courses)

- f. Years of experience
- g. Work address
- h. Name of employer
- i. Local authority
- j. Service (if applicable)
- k. Job Title
- l. Background/Profession
- m. MOD care pillar (only required for MOD training courses)

During a course, we may also collect:

- a. Responses to activities, questionnaires or assessments
- b. Assessment results
- c. Course completion status
- d. Any feedback you elect to provide

How we use your personal information

We use your personal information to:

- Register you for training courses
- Administer the training
- Communicate with you about your progress through the course and any associated assessments
- Record access to and completion of training materials
- Meet our contractual and legal obligations
- Produce reports required for commissioned online training courses
- Improve the quality of our training and services

Our lawful basis for proceeding

We process your personal information under the lawful bases set out in Article 6 of the UK GDPR, including:

Performance of a contract – where processing is necessary to administer and deliver the training you have registered for.

Legal obligation – where we are required to retain information for taxation, financial or other legal purposes.

Legitimate interests – where necessary to evaluate and improve our training services, manage our business operations, and respond to enquiries or complaints, provided these interests do not override your rights and freedoms.

Where we ask for your consent (for example, to receive optional marketing communications), you may withdraw that consent at any time by notifying Dulcie Brewer through dulcie.brewer@ncsct.co.uk or through enquiries@ncsct.co.uk.

Sharing your personal data

Where a training course has been commissioned by another organisation, we may share relevant information with the commissioning organisation where this is necessary for the administration, monitoring and evaluation of the commissioned training.

Depending on the course, this may include:

- Data provided on registration
- Assessment or training results
- Course completion status

We may also share personal information with trusted service providers who support the delivery of our services, such as IT service providers. These organisations process personal information on our behalf under appropriate contractual arrangements and are required by law to keep it secure.

We may also disclose personal information where required by law, regulation or court order.

Where we obtain your information

We normally collect your personal information directly from you when you register for training or during questionnaires within our training courses.

International transfers

We do not routinely transfer your personal information outside the United Kingdom.

Where we use service providers that process personal information outside the UK, we ensure appropriate safeguards are in place in accordance with UK GDPR.

How long we retain your personal data

We keep your personal information only for as long as necessary for the purposes for which it was collected.

Retention periods are based on the type of information and our legal, contractual and operational requirements.

Financial and administrative records may be retained for up to six years to comply with legal and tax obligations.

Training records are retained for 6 years unless a longer retention period is required by law, contractual obligations or your consent.

When personal information is no longer required, it is securely deleted or destroyed.

How we protect your information

We take appropriate technical and organisational measures to protect personal information from unauthorised access, disclosure, alteration or destruction.

Access to personal information is restricted to authorised personnel who require it to perform their duties.

Automated decision-making

We do not carry out automated decision-making or profiling using your personal information.

Complaints

If you have any concerns about the way your personal information has been processed, please contact Dr Andy McEwen at enquiries@ncsct.co.uk in the first instance.

Alternatively, you may contact the [Information Commissioner's Office](#) on 0303 123 1113.