



Data Collection Statement

This data collection statement explains:

- What information we collect during the application process and during the course of your enrolment on the Certificate in International Insurance Management (**CertIIM**) and/or the Diploma in International Insurance Management (**DiplIIM**);
- The relevant lawful processing condition for use of that information.
- How we use that information; and
- How long we will keep your information.

Types of information we collect

This statement covers the information you share with us and/or which may be acquired or produced by the GTA during the application process and for the duration of your enrolment on the CertIIM and/or DiplIIM including (but not limited to):

- Your name, postal address, email address, mobile telephone number and other contact information.

Lawful processing condition

The processing of personal data throughout the application and enrolment process will be necessary for and as a result of steps taken by yourself with a view to enrolling on the CertIIM and/or DiplIIM. The only exception would be where there exists a legal obligation on the GTA.

How we use the information we collect

Your information will be used by the GTA for the purposes of carrying out the application and enrolment process that includes:

- Communications with you about the application and enrolment process and training courses (if any) provided as part of the programme.
- Sharing your information, in consultation with yourself, with the following:
 - Guernsey International Insurance Association (**GIIA**);
 - Sagacious Group @ (**Sagacious**); and
 - Ad-hoc training providers (if any).
- Complying with applicable laws, regulations or other legal duties.

All your information will be considered confidential. The GTA will not use or disclose your information except as provided for in this statement or if disclosure is required to fulfil a legal obligation.

@ The Sagacious Group is a Guernsey non profit organisation established to promote and develop the Guernsey International Insurance sector. The Sagacious Group will be providing

mentors to assist those on the course and this is the only use for which your data will be used by the Sagacious Group.

Retention of your information

The GTA will only retain your information for as long as is necessary for the purposes of the supply of any services and for any legal requirement.

A small amount of data will be held indefinitely: This is the data that we need to hold so that we can confirm whether individuals attended the GTA and the services they received.

I confirm that I have read the Data Collection Statement set out in this form and consent to the GTA holding and processing the categories of personal data about me as set out above for the specified purposes as set out, in respect of my application to the CertIIM and DiplIIM. This form of consent also allows the GTA to share my personal data with GIIA, Sagacious Group and ad-hoc training providers, for the means of processing for which it was collected.

By signing this form of consent, I confirm that I am aware of my rights as a data subject under the Data Protection (Bailiwick of Guernsey) Law, 2017, including my rights to withdraw consent, complaint and appeal.

The GTA will process any personal data that you provide in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed can be found here: <https://www.gta.gg/privacy-policy/>.

Signed _____

Date _____