



WSET
APPROVED
PROGRAMME PROVIDER

DATA PROTECTION / PRIVACY POLICY

Introduction

This document sets out our data processing practices and your rights and options regarding the ways in which your personal information is used and collected. If you have any queries, please contact by email at info@barrelsandbeyond.com

Barrels&Beyond takes its responsibility with regard to Data protection and the General Data Protection Regulation (GDPR) very seriously. Barrels&Beyond obtains, uses, stores and otherwise processes personal data related to potential students and staff, current students and staff as well as former students, contractors, website users and contacts, collectively referred to in this policy as data subjects. When processing personal data, Barrels&Beyond is obliged to fulfil individual's reasonable expectations of privacy by complying with GDPR and other relevant data protection legislation and laws.

This policy therefore seeks to ensure that we are clear about how personal data must be processed, that we, at Barrels&Beyond complies with the data protection laws and with good practice, and that both the company and data subjects are protected as much as possible from risks of personal data breaches.

Scope:

This policy applies to all personal data we process on behalf of Barrels&Beyond and WSET regardless of where that personal data is stored (e.g. on company or employee's devices) and regardless of the data subject. All staff and others processing personal data on behalf of Barrels&Beyond are obliged to read this policy and adhere to it entirely. All students are invited to read this policy to ensure they understand how their data will be managed.

Data refers to the information held about an individual that may be processed by Barrels&Beyond and forwarded to WSET in order for it to carry out its function as an awarding organisation. Data may include certain categories of sensitive data such as individual racial or ethnic origin, physical or mental health condition which is required by the Regulator of WSET in connection with the delivery of WSET qualifications.

Personal data protection principles:

1. Data will be processed lawfully, fairly and in a transparent manner.
2. Data is collected only for specified, explicit and legitimate purposes for the correct management, processing and running of WSET wine courses, other wine courses and events.
3. WSET requires the collection and processing of personal data including the candidate's name(s), date of birth, gender and email for the purposes and awarding of WSET qualifications and collecting feedback from candidates. In some cases, additional information (including sensitive personal data related to health) will be collected to support requests for Reasonable Adjustments and Special Considerations during assessments and examinations. Personal data required by and processed by WSET will only be collected in the context of examination registrations, certification claims, issuing examination results and providing post-results services.
4. Data collected by Barrels&Beyond and transferred to WSET will not be shared or disclosed to any third parties. Data cannot be disclosed to anyone outside of our organization and WSET without prior written consent of the individual
5. All records are kept up-to-date and accurate as possible, and **Barrels&Beyond** relies on individuals to communicate any changes so that records can be updated and sent to WSET.
6. Emails for multiple recipients will be sent as blind-copied to avoid sharing of emails amongst a larger group.

Data Subject's Rights

Data subjects have the rights to access the personal data we hold, withdraw consent of processing data and prevent our use of the personal data for direct marketing purposes at any time. Additionally, data subjects can object to our processing of personal data in limited circumstances, or ask us to erase personal data in situations where data collection is no longer necessary for the purpose for which it was collected, the data is incorrect or incomplete, to prevent processing that is likely to cause damage or distress to the data subject or anyone else, or may result in a high risk to their rights and freedoms.

Requests for information about any data held on a data subject or any further enquiries about our Data Protection policy can be sent to info@barrelsandbeyond.com with the heading "Data Protection". Email requests will be acknowledged within 3 working days and a full answer will be sent within 10 working days.

Data Security Arrangements

Barrels&Beyond and WSET ensures that appropriate measures are in place to protect data systems securely. We keep your information safe by storing your information securely and restricting access to authorised users only.

WSET has appropriate measures in place to ensure the data held on our systems is secure. In the event of an unauthorised use of data or data loss, the individuals concerned will be notified and a recovery plan implemented. This will include a risk assessment and review of operating procedures. This policy must be made available to candidates upon request.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at info@barrelsandbeyond.com

We may update this policy from time to time to take account of any new business activity or to reflect any changes in law or best practice in relation to data protection. We will seek to make you aware of any significant changes to this policy by placing an update notice on our website.

Further information on the Data Security Policy of WSET can be obtained on request.