

Actions and requirements for GDPR compliance for Navathome agents

General Data Protection Regulations (GDPR)

Key data protection requirements for the implementation of the General Data Protection Regulations (GDPR):

- Inform students about their personal data in relation to their online course
- Ensure only essential personal data is requested and retained
- Ensure that we only keep data that is really needed
- Ensure that we only store data for as long as it is needed

All Navathome agents must read the information below.

Please email Navathome (info@navathome.com) when you have completed these actions.

Informing students about use of their personal data

New Students

As the first point of contact for students taking Navathome online courses, you will need to outline to every new student the requirement for you to pass some of their personal data to us via www.navathome.com in order for us to provide and manage their course.

The required wording is shown below. Please ensure that you include it in your booking procedure for all new students to see. As the data we are collecting is required for the fulfilment of their course you do not need to obtain their consent, you just need to inform them.

Make sure you inform the student that the personal data you collect for the purpose of logging them into the Navathome system will only be used for this purpose and will not be passed on to any other party. You also need to inform the student that the data collected for the purpose of logging them into the Navathome system will not be stored or retained by you once they have been logged into the system.

When creating a new user account an agent only requires the following information: First name and surname, email address, telephone number and postal address, This is all the information needed in order to create a user account.

Wording to be included by agents in online course booking information. Please note that the text in bold is essential information and must be provided before booking. The additional information can be given as a pop up / further information box or at the bottom of the online course information or booking pages:

To enable access to your online course we need to share some of your personal data with Navathome via www.navathome.com. This training website and database is held and maintained on a secure server. Navathome is an RYA training centre which specialises in online navigation training and will not use your personal information for any reason other than enabling your course.

Your payment information will be collected by "name of agent" on behalf of Navathome. This information is collected by "name of agent" and is not passed on to any other organisation. Payment information for the purpose of logging you into the Navathome admin will not be retained once the payment is made. Your name and email address will be entered on www.navathome.com in order to create your user account. Your postal address will be provided in order to send your student pack. You will have access to the site for six months in order to complete your online course. During this period, your personal information will be held on the website by Navathome and may be available to "name of agent" who may have access to the Navathome database. This period maybe extended should you wish to extend your course access.

On completion of your course, your name and email will be retained by Navathome for the purpose of recording details of the course and any certification you gain as a result of it. This information allows

Navathome to record your certification. Your Instructor will not hold any information for the purposes of Navathome student support after this date. Please note that this agent may hold information to enable provision of other training not associated with the Navathome course.

Should you not complete the course in the given time frame, your name and email will be retained by Navathome for the purpose of recording details of the course. This information allows Navathome to retain a record of coursework you have completed.

If you would like your personal data removed from www.navathome.com prior to the end of your access period or at any time before you have completed your course, you can request it by email. Please contact info@navathome.com giving your name and email address and the course you would like to delete. Please note that if you request deletion of your account before you have completed your course, your access to the course and records of your progress will be lost.

If you would like details of your online course removing from the Navathome database when you have completed the course, please email your request to info@navathome.com giving your name and email address. Please note that removal of course details from the Navathome database, means that any certification gained as a result of this course will not be verifiable by Navathome, nor would Navathome be able to help with a replacement certificate.

Full details of how Navathome will deal with your personal information is given in the Navathome terms and conditions.

Navathome data policy and terms and conditions

A data policy section is contained within the Navathome terms and conditions explaining everything the students need to know about how and why we use and store their personal data. This information is included here as they have access to it before they book and agree to it when they book.

The policy added to the terms and conditions is shown below:

Data Protection

How and why we hold your personal information.

Use of www.navathome.com is open to those completing Navathome online courses provided by Navathome. This website is encrypted and maintained on a secure server and your personal details will not be used for any other purpose than completing your online course.

In order to take a course you will be asked for your name, email, telephone number and address. Your name and email address are used for the purposes of recording any grades or certificates achieved and to make contact with you and your telephone number and postal address for delivery of your course material.

Management of your course and any instructional support that you may need is provided by your RYA instructor working on behalf of Navathome. Access to the course and support is provided for an initial period of 6 months and this may be extended should you choose to extend your study period. To allow this to happen your instructor has personal contact information and has visibility of your progress and achievements in the course admin.

On completion of your course, your name and email will be retained on the Navathome database for the purpose of recording details of the course and any certification gained as a result of it. Please note that your instructor may retain personal information for the purpose of providing additional services to you not associated with the Navathome online course.

Cookies

A session cookie is used to provide continuity and maintain your login from page to page. Cookies must be enabled in your browser to allow this happen. When you log out or close the browser this cookie is destroyed.

Length of access

The initial period of access for a Navathome course is 6 months and this may be extended for a further 6 months for a period of up to 2 years from your expiry date. Your name and email is retained on this data base for the purpose of using the course when your current access is active or for a record of any course completion or certification when you have completed the course or your course access has expired.

Requesting removal of your personal data

If you would like your personal data removed from www.navathome.com prior to the end of your access period or at any time before you have completed your course, you can request it by email. Please contact info@navathome.com giving your name and email address and the course you would like to delete. Please note that if you request deletion of your account before you have completed your course, your access to the course and records of your progress will be lost.

If you would like details of your online course removing from the Navathome database when you have completed the course, please email your request to info@navathome.com giving your name and email address. Please note that removal of course details from the Navathome database, means that any certification gained as a result of this course will not be verifiable by Navathome, nor would Navathome be able to help with a replacement certificate.

Contact regarding your course.

Contact will normally be made by your RYA instructor. However, occasionally Navathome may contact you in relation to your course or account. This would normally be done by email. You will not receive any sales or marketing information from Navathome as a result of holding an account on the Navathome database.

If you have any questions about how we look after your personal information please contact us by email at info@navathome.com.

Your course.

While Navathome will endeavour to ensure the correct functionality of courses across the most commonly used devices and web browsers, as such technologies evolve continuously, access cannot be guaranteed.

Copyright of the courses offered through this site belongs to Navathome.com.

Course content is devised in good faith from RYA course material and is accurate at the time of publication. While the RYA and Navathome endeavours to ensure that content is reviewed regularly and appropriate changes are made to ensure that content is correct and up to date, it cannot be held responsible for errors.

Unacceptable use of the site.

You must use the site and the information available from the site responsibly.

Minimising data storage:

Unlike the RYA interactive website we do not have one access for the students for their course and a separate database to hold student information once they have expired or completed. Therefore, we cannot remove students from the database unless they have requested it as they will lose the record of the course progress or completion.

Agents do not need to retain any student information once they have been logged into the course.